Government of India
Ministry of Consumer Affairs, Food and Public Distribution
(Department of Consumer Affairs)

Krishi Bhawan, New Delhi
Dated the, 29th July, 2016

Subject:— Filling up one post of Registrar in PB-4 (₹37,400-67,000) plus Grade Pay of ₹10,000/- in National Consumer Disputes Redressal Commission (NCDRC), New Delhi by composite method {Deputation(Including Short Term Contract)/Promotion} – regarding.

Sir,

I am directed to say that this Department proposes to fill up one post of Registrar in Pay Band-4 (₹37,400-67,000) plus Grade Pay of ₹10,000/-, General Central Services, Group ‘A’ Gazetted, Non-Ministerial in National Consumer Disputes Redressal Commission (NCDRC), New Delhi under the administrative control of the Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution. The post is to be filled up by composite method {Deputation(Including Short Term Contract)/Promotion} from the officers under the Central Government or State Government or Supreme Court or any High Court or PSUs or Tribunals or Quasi-Judicial Authority. The details of eligibility criteria have been given in the Vacancy Advertisement (enclosed herewith).

2. It is requested that applications of interested and eligible officers, who could be spared in the event of their selection, may be sent through proper channel in the prescribed proforma in triplicate along with their last 5-years’ APARs so as to reach the Under Secretary(Establishment), Room No. 456-A, Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution, Krishi Bhawan, New Delhi – 110001 within 60 days from the date of publication of advertisement for this post in the Employment News. Application received after the due date or found incomplete will not be considered. While forwarding the application, the sponsoring organization should verify and certify that the particulars furnished by the applicant are

Kindly see the letter from G.O.R regarding
filing up one post of Registrar in NCDRC. This may be published in
Government for diminishing willingness from qualified officers.
correct. The following information/documents also need to be sent along with the application:

(a) Cadre Clearance;
(c) Integrity Certificate;
(d) Major/Minor Penalty Statement imposed during the last 10 years; and
(e) Photocopies of the APARs of last 5 years duly attested of each page by an officer not below the rank of Under Secretary to the Govt. of India.

3. Applications not in the prescribed proforma and/or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major/minor penalties imposed during the preceding 10 years and the copies of APARs of the last 5 years duly attested on each page are liable to be rejected summarily.

Yours faithfully,

Encl :- As above.

(M.A. Chaudhury)
Under Secretary to the Govt. of India
Tel. No. 011-23381120

Copy along with enclosures to :-

1. The Director General, Bureau of Indian Standards, New Delhi
2. The Director General, National Test House, Kolkata
3. The Registrar, NCDRC, New Delhi
4. Department of Personnel & Training, North Block, New Delhi with the request to upload the Vacancy Advertisement on the DoP&T's website in order to give wide circulation.
2. The duties attached to the post of Registrar are as under:

(i) To supervise all the State Commissions & call for periodical reports on institution and disposal and pendency of cases.
(ii) To issue instructions regarding adoption of uniform procedure for hearing the cases, completion of pleadings and supply of copies of documents.
(iii) To ensure implementation of objects of the Consumer Protection Act 1986 without interfering in Quasi-Judicial freedom.

3. Officers selected will have the option to draw his Basic Pay plus deputation duty allowance or to have his pay fixed in the scale of pay of the post in accordance with DOP&T's OM No. 6/8/2009-Estt, (pay-II) dated 17th June, 2010 as amended from time to time.

4. Applications of interested and eligible officers, who could be spared in the event of their selection may be sent through proper channel in the prescribed proforma (Annexure - I) in triplicate along with their last 5-years' Annual Performance Appraisal Reports so as to reach the Under Secretary(Estt.), Room No. 456-A, Department of Consumer Affairs, Krishi Bhavan, New Delhi within 60-days from the date of publication of this advertisement in the Employment News. Application received after the due date or found incomplete will not be considered. While forwarding the application, the sponsoring organisation should verify and certify that the particulars furnished by the applicant are correct. The following information/documents also need to be sent along with the application:

(i) Cadre Clearance;
(iii) Integrity Certificate;
(iv) Major / Minor Penalty Statement imposed during the last 10-years; and
(v) Photocopies of the APARs of last 5-years duly attested of each page by an officer not below the rank of Under Secretary in the Govt. of India.

5. Applications not in the prescribed proforma and/or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major/minor penalties imposed during the last 10-years and upto date APARs dossiers for the last 5 years duly attested on each page are liable to be rejected summarily.

(M.A.Chaudhury)
Under Secretary(Estt.)
Tel:23381120
Vacancy Advertisement

It is proposed to fill up one post of Registrar in the Pay Band-4 (₹37,400 - 67,000) plus Grade pay of ₹10,000/-, General Central Service, Group 'A' Gazetted, Non-Ministerial in National Consumer Disputes Redressal Commission (NCDRC), Delhi under the administrative control of the Department of Consumer Affairs in the Ministry of Consumer Affairs, Food and Public Distribution. The post is proposed to be filled up by composite method [Deputation (Including Short Term Contract)/ Promotion] from the officers under the Central Government or State Government or Supreme Court or any High Court or PSUs or Tribunal or any Quasi-Judicial Authority:-

(A)(i) Holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with two years’ service in the grade rendered after appointment thereto on regular basis in the Pay Band-4 (₹37,000-67,000) plus Grade Pay of ₹8,900/- or equivalent in the parent cadre or Department; or

(iii) with three years’ service in the grade rendered after appointment thereto on regular basis in the Pay Band-4 (₹37,000-67,000) plus Grade Pay of ₹8,700/- or equivalent in the parent cadre or Department; and

(B) Possessing the following Educational Qualification and Experience:-

(i) A Degree in Law from a recognized University, and
(ii) 15-years’ work experience in Group-A posts:-

(a) in a Court or Tribunal or Quasi-judicial Authority; or
(b) experience in Personnel and Administrative matters and interpretation of rules, regulations, instructions issued by the Government from time to time.

Note 1:- The crucial date for determining eligibility will be 1st November, 2016 i.e the date of arising vacancy of the Post.

Note 2:- The Departmental Joint Registrar in Pay Band-4 (₹37,400-67,000) plus Grade Pay of ₹8,700/- with 3-years of regular service in the grade would also be considered along with outsiders and in case, he is selected, the post will be deemed to have been filled by promotion.

Note 3:- The period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall not ordinarily exceed 5-years. The maximum age limit for appointment by deputation shall not be exceeding 56-years as on the closing date of receipt of application.
<table>
<thead>
<tr>
<th>BIO-DATA / CURRICULUM VITAE PROFORMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name and Address (in Block Letters)</td>
</tr>
<tr>
<td>2. Date of Birth (in Christian era)</td>
</tr>
<tr>
<td>3. i) Date of entry into service</td>
</tr>
<tr>
<td>ii) Date of retirement under Central/State Government Rules</td>
</tr>
<tr>
<td>4. Educational Qualifications</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>Qualifications / Experience required as mentioned in the advertisement/vacancy circular</td>
</tr>
<tr>
<td>Essential</td>
</tr>
<tr>
<td>A) Qualification</td>
</tr>
<tr>
<td>B) Experience</td>
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<tr>
<td>Desirable</td>
</tr>
<tr>
<td>A) Qualification</td>
</tr>
<tr>
<td>B) Experience</td>
</tr>
</tbody>
</table>

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 as data authenticated by your signature, if the space below is insufficient.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</th>
<th>Nature of Duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>a) The date of initial appointment</th>
<th>b) Period of appointment on deputation/contract</th>
<th>c) Name of the parent office/organization to which the applicant belongs.</th>
<th>d) Name of the post and Pay of the post held in substantive capacity in the parent organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

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

<table>
<thead>
<tr>
<th>Basis Pay in the PB</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Basic Pay with Scale of Pay and rate of increment</th>
<th>Dearness Pay/Interim relief/other Allowances etc.,(with break-up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
</table>
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 (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)

16.B Achievements: The candidates are requested to indicate information with regard to:
   (i) Research publications and reports and special projects
   (ii) Awards/Scholarship/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
   (Note: Enclose 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 Organizations 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 provide 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/APARs 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).

Counter signed

______________________________
(Employer/ Cadre Controlling Authority with Seal)
Points to be noted by the Sponsoring Organizations while forwarding the application of the candidate for appointment on deputation to the post of Registrar, NCDRC

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Esst.(A) dated 14.12.2007.

2. While forwarding applications in respect of officers who are about to complete their ‘cooling-off’ period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012 Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.

3. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

4. Crucial date for determining the eligibility of the applicants will be 1\textsuperscript{st} November, 2016 i.e. the date of occurrence of vacancy of this post.

5. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the lending organization.
No. 3/1/2016-CW1  
Government of India  
Ministry of Women and Child Development  

Shastri Bhawan, New Delhi  
Dated: 29.07.2016

OFFICE MEMORANDUM

Subject: Filling up of various posts in the National Commission for Protection of Child Rights (NCPCR), New Delhi on deputation on Foreign Service Terms-regarding.

The undersigned is directed to enclose OM No. A-11014/12/2012-Admin dated 28.6.2016 issued by NCPCR on the subject mentioned above with a request to circulate the vacancies among the employees of your Ministry/Departments/Organizations and forward the applications of eligible officers/officials to the National Commission for Protection of Child Rights at the earliest.

(Satish Kumar)  
Under Secretary to the Government of India  
Tel: 23388506

Enc. as above

Copy to:
1. All Ministries/Departments/Attached Offices and Subordinate Office/Statutory/Autonomous bodies
2. All State Governments/UT Administrations
3. All Residents Commissioners of Stated/UT Administrations
4. Registrar of All Central Universities

79-1330/8P/B2/16/WD  
UT (SpIB) Dept.

Kindly see the office memorandum. This may be published in newspapers for furnishing willingness from qualified officers.
Office Memorandum

Subject: Filling up of various posts in the National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Terms – regarding.

The National Commission for Protection of Child Rights, a Statutory Body of the Ministry of Women and Child Development, New Delhi, invites applications from eligible candidates for the following posts to be filled on deputation basis on Foreign Service Terms:

1. Director (01)
2. Registrar (01)
3. Presenting Officer (01)
4. Principal Private Secretary (05)
5. Desk Officer (01)
6. Hindi Translator (01)
7. Research Assistant (01)
8. Personal Assistant (03)
9. Assistant (01)
10. Accounts Clerk (01)

2. The eligibility criteria and the prescribed proforma for application are enclosed.

3. The appointment, pay, deputation Duty Allowance and other terms and conditions of service will be regulated in accordance with the FRSRs and the OM No.2/29/91-Estt(Pay-II) dated 08/01/1994 of the Ministry of Personnel & Training as amended from time to time.

4. The application in the prescribed format (complete in all respects) along with all requisite documents, viz., (i) Integrity certificate (ii) Vigilance clearance (iii) Attested copies of Annual Confidential Reports for the last five years, duly forwarded by the concerned Cadre Controlling Authority, must reach the Member Secretary, National Commission for Protection of Child Rights, 5th Floor, Chanderlok Building, 36 Janpath, New Delhi - 110 001 latest by 15.08.2016. Applications received after due date will not be entertained.

5. The applications of officers/officials, who cannot be relieved immediately, need not be forwarded. Candidate once selected will not be allowed to withdraw his/her candidature later.

6. Applications received directly or advance copies will not be entertained.

7. All Ministries/Departments/Attached Offices/ Subordinate Offices of the Central Government/Statutory & Autonomous Bodies of the Central Government/ State Governments / UT Administrations/ Public Undertakings and Central Universities are requested to circulate the enclosed vacancies to their employees and forward the applications of eligible officers/officials to this Commission within the stipulated timeframe as stated above.

Encl: As above.

Copy for information and necessary action to:

1. All Ministries/ Departments/Attached Offices and Subordinate Offices of the Central Government.
2. Joint Secretary, (Training) & CAO, Ministry of Defence, 'E' Block, Dalhousie Road, New Delhi -110 011.
3. Joint Secretary (Establishment), Ministry of Defence, South Block, New Delhi -110 011.
4. Joint Secretary (CSII)/Director (CS-I), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - with the request to place our requirement on website of DOP&T.
5. Joint Secretary (CSII)/Director (CS-I), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - with the request to place our requirement on website of DOP&T.
6. All Statutory / Autonomous Bodies of the Central Government.
7. All State Governments/UT Administrations.
8. All Residents Commissioners of States/UT Administrations.
9. Registrar (Admn & Vigilance) Supreme Court of India/All High Courts.
10. Registrars of All Central Universities.
12. Additional Secretary, Ministry of Women and Child Development, 6th Floor, A-Wing, Shastri Bhawan, New Delhi.
13. All Members, NCPCR.

Sr. Consultant (Coord.)
Subject: Filling up of various posts in the National Commission for Protection of Child Rights, New Delhi through deputation on Foreign Service Terms - regarding.

The services of suitable officers & staff are required in the National Commission for Protection of Child Rights (NCPCR), New Delhi, a Statutory Body of the Ministry of Women & Child Development, by deputation on "Foreign Service Terms" for the following posts as per the criteria mentioned below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name, No. of vacancies and Pay scale of the Post</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
</table>
| 1     | Director (01)  
PB-4: 37,400-67,000/-  
+ GP: 8700/- | By deputation of Officers from Central or State Government (subject to the exemption from the rule of immediate absorption to be obtained from time to time), Central Universities or Recognized Research Institutions or Public Sector Undertakings or Central Autonomous Bodies who are:
(a) Holding analogous posts on regular basis; or having five years of regular service in the Pay Scale of Rs.15600-39100 with Grade Pay of Rs. 7600/- or having ten years of regular service in the pay Scale of Rs.15600-39100 with Grade Pay of Rs. 6600/-;  
Essential qualifications or experiences:
(b) Having a graduate degree in any discipline of Social Sciences from a recognized university; and
(c) Having five years of experience in Establishment and General Administration;
Desirable experience:
(d) Having 5 years of experience in Child Rights or Child Protection or Welfare or Child Development and Programme Administration; |
| 2     | Registrar (01)  
PB-4: 37,400-67,000/-  
+ GP: 8700/- | By deputation from the Officers of the Indian Legal Service holding analogous posts under the Central Government; or Officers holding analogous posts under the Central Government or Supreme Court or High Court and possessing experience as Registrar of higher judiciary or any other post involving interpretation or application of statutes; or Officers from the Central or State Government or Supreme Court or High Courts or Central Autonomous Bodies or Public Sector Undertaking having five years of regular service in the pay scale of Rs. 15,600-39,100 with Grade Pay of Rs. 7600/- or ten year of regular service in the pay scale of Rs. 15,600-39,100 with grade pay of Rs. 6600/-;  
Essential qualification or experience:
Having a Graduate Degree in Law or Post Graduate Degree in Social Work or Political Science or Public Administration from a recognized University or Institution.
Desirable:
(a) Five years of working experience in the field of the Child Rights or Child Protection or Child Welfare or Child rights protection work; and
(b) Training in child rights or human rights. |
| 5 | Presenting Officer (01)  
PB-3: Rs. 15,600-39,100/-  
+ GP: 6600/- | By deputation from the officers of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) or Supreme Court / High Court / Central Universities / Recognized Research Institutions / Autonomous Bodies / Public sector who are:  
(a) Holding analogous posts on regular basis; or having five years of regular service in Pay Band-3: Rs. 9,300-34,800 with GP: Rs. 5,400; or having six years of regular service in the pay scale of Rs. 9,300-34,800 with Grade Pay Rs. 4,800  
Essential qualification or experience:  
(b) Having a graduate degree in law from a recognized university; and  
(c) Having a five years of experience in court matters or interpretation/application of statues.  
Desirable experience:  
(d) Having experience in dealing with child related cases or matters. |
|---|---|
| 4 | Principal Private Secretary (05)  
PB-3: (Rs. 15,600-39,100/- + GP: 6600/-) | By deputation from the officers from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) or Supreme Court or High Court or Central Universities or Recognized Research Institutions or Public Sector undertaking or Central Autonomous Bodies who are:  
Qualification:  
(a) Holding analogous post on regular basis; or having five years of regular service as Private Secretary in the Pay scale of Rs. 9300-34800 (PB: 3) with Grade Pay of Rs. 5400/-; or having six years of regular service Private Secretary in the Pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4800;  
(b) Having a graduate degree in any discipline from a recognized university; and  
(c) *Proficiency in working on computer.  
* will be determined through an internal test conducted by National Commission for Protection of Child Rights. |
| 5 | Desk Officer (01)  
PB-2: (Rs. 9300-34800/-  
+ GP: 4600/-)  
Plus Desk Officer Allowance as prescribed by Govt. of India. | By deputation of officials from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) / Central Universities / Recognized Research Institutions /Central Autonomous Bodies/Public sector undertakings who are:  
Holding on regular basis the post of Section Officer or analogous post in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/-; or having five years of regular service as an Assistant in the Pay Scale of Rs.9300-34,800 with Grade Pay of Rs. 4200/-;  
(a) Having a graduate degree in any discipline from a recognized university;  
(b) Having 5 years of experience in establishment and general administration; and  
(c) *Proficiency in working on computer.  
* will be determined through an internal test conducted by National Commission for Protection of Child Rights. |
<table>
<thead>
<tr>
<th>Post</th>
<th>Grade</th>
<th>Pay Scale</th>
<th>Grade Pay</th>
<th>Proficiency Details</th>
</tr>
</thead>
</table>
| Hindi Translator (01)                   | PB-2  | Rs. 9300-34800/- | Rs. 4200/- | By deputation from the officials from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/Autonomous Bodies/Public sector undertakings:-  
  (a) Holding analogous post on regular basis; OR Having 5 years regular service as Junior Hindi Translator in the pay scale of Rs.9300-34800 with the Grade Pay of Rs. 4200/-  
  (b) Having a Master's Degree in Hindi/English with English/Hindi as a compulsory/elective subject or, as a medium of examination at degree level.  
  Note: The translation proficiency will be determined through a skill test internally conducted by National Commission for Protection of Child Rights. |
| Research Assistant (01)                  | PB-2  | Rs. 9300-34800/- | Rs. 4200/- | By deputation of official of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/Autonomous Bodies/Public sector undertakings:-  
  (a) Holding analogous post on regular basis or having 6 years of regular service as a Research Investigator in the grade pay of Rs. 2800; or having ten years of regular service as a Junior Research Investigator in the grade pay of Rs. 2400;  
  (b) Having a graduate degree from a recognized university or institution in social work or psychology or child development or sociology or law or political science or public administration and  
  (c) *Proficiency in working on computer.  
  *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |
| Personal Assistant (03)                  | PB-2  | Rs. 9300-34800/- | Rs. 4200/- | By deputation of official of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/Autonomous Bodies/Public sector undertakings who are:-  
  (a) Holding analogous post on regular basis or having 6 years of regular service as a Stenographer in the Pay scale of Rs. 5200-20200 with grade pay of Rs. 2800; or having ten years of regular service in the in the Pay scale of Rs. 5200-20200 grade pay of Rs. 2400;  
  (b) Possessing a graduate degree in any discipline from a recognized university or institution;  
  (c) Having stenographic proficiency with dictation speed of at least 80 words per minute and with typing speed of 80 words per minute; and  
  (d) *Proficiency in working on computer.  
  *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |
| Assistant (01)                           | PB-2  | Rs. 9300-34800/- | Rs. 4200/- | By deputation from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities / Recognized Research Institutions / Autonomous Bodies / Public sector undertakings:-  
  (a) Holding analogous post on regular basis; or having ten years of regular service in the Pay Scale of Rs. 5200-20,200 with Grade Pay of Rs. 2400/-;  
  (b) Having a graduate degree in any discipline from a recognized university or institution; and  
  (c) *Proficiency in computer  
  *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |
1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or departments of the Central Governments or State Government shall ordinarily not exceed five years, and will be subject to the age of superannuation as determined by Government of India.

2. The upper age limit for deputation shall be 56 years, subject to the age of superannuation as prescribed by Government of India from time to time. The appointment of the selected candidates from Government service will be subject to the exemption from the rule of immediate absorption to be obtained from Department of Pension & Pensioners Welfare, Ministry of Personnel, Public Grievances & Pensions.

3. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the NCPCR, should be governed by the relevant provisions of the FRSRs as well as the deputation rules/ regulations/instructions issued by the Central Government.

4. More application would not entitle any candidate to claim for selection/Interview/ appointment. NCPCR has the right to reject any application without assigning any reason thereof.

5. Eligible and interested candidates may send their applications through their Cadre Controlling Authorities along with their bio-data in the prescribed proforma. Applications must be accompanied by Integrity Certificate, Vigilance Clearance, and attested copies of Annual Confidential Reports (ACRs) for the last five years.

6. Application of officials, who may be relieved immediately, in case of their selection, may be forwarded only. Candidates once selected will not be allowed to withdraw his/her candidature later.

7. All Central Government Ministries / Departments / State Governments / UT Administrations are requested to give wide publicity to this advertisement and circulate the same among the employees working under their administrative control.

8. The applications duly forwarded by the concerned Cadre Controlling Authorities must reach by 15.08.2016 to The Member Secretary, National Commission for Protection of Child Rights, Govt. of India, 5th Floor, Chanderlok Building, 36, Janpath, New Delhi – 110 001. Application received after the due date will not be entertained.

9. Applications received directly or advance copies will not be entertained.
APPLICATION FOR THE POST OF (ON DEPUTATION) IN NCPCR

1. Name:
2. Father's/Husband's Name:
3. Date of Birth:
4. Sex:

5. Postal Address with telephone, Fax & e-mail:
   (a) Office:
   (b) Residence:

6. Date of entry in Govt. Service:
7. Date of superannuation as per existing rules:

8. Substantive post held in the Parent Deptt. on regular basis:
   (a) Name/Status of Organization:
   (b) Name of the post:
   (c) Revised scale of pay/pay-band:
   (d) Pay-in-pay band at present:
   (e) Grade Pay:
   (f) Nature of duties:

9. Present post held (if on deputation):
   (a) Name/Status of Organization:
   (b) Name of the post:
   (c) Revised scale of pay/pay-band:
   (d) Pay-in-pay band at present:
   (e) Grade Pay:
   (f) Nature of duties:

10. Details of past service(s)
    (a) Post:
    (b) Pay Scale:
    (c) Period during which held:
        From: - To:-
    (d) Nature of duties performed:

11. Essential and relevant qualifications (name and year of the degree, university and year of passing out):

Signature of the candidate___________
Place:
Date: ___________________________

Name__________________________
TO BE FILLED BY THE FORWARDING OFFICE

<table>
<thead>
<tr>
<th>Office</th>
<th>Central Government</th>
<th>State Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category of Office</td>
<td>Central Ministry</td>
<td>Attached Office</td>
</tr>
<tr>
<td>Present Post</td>
<td>Department</td>
<td>Subordinate Office</td>
</tr>
<tr>
<td>Date of continuous employment of the applicant in the present grade</td>
<td>Autonomous Body</td>
<td>Statutory Body</td>
</tr>
<tr>
<td>Present Pay Band</td>
<td>Other</td>
<td>Present Grade pay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pay in pay band at present</td>
</tr>
</tbody>
</table>

Verification of service particulars by the office/department:

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.

2. It is also certified that Sh./Ms. __________ has been working as __________ in the present post/present pay band/GP in the regular and substantive capacity w.e.f. __________.

Signature with date
Officer Seal
Designation
Phone
Email

[Signature]
OFFICE MEMORANDUM

Subject: Invitation of applications for the post of General Manager and Assistant General Manager in Investor Education and Protection Fund Authority established under section 125 of the Companies Act, 2013.

Applications are invited from the eligible candidates to fill up the following posts in Investor Education and Protection Fund Authority on deputation basis:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of post</th>
<th>No. of posts</th>
<th>Scale of Pay</th>
<th>Place of posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Manager</td>
<td>01</td>
<td>Rs. 37400-67000 with Grade Pay Rs. 8700/- in PB - 4</td>
<td>New Delhi</td>
</tr>
<tr>
<td>2</td>
<td>Assistant General Manager</td>
<td>01</td>
<td>Rs. 15600-39100 with Grade Pay Rs. 5400/- in PB - 3</td>
<td>New Delhi</td>
</tr>
</tbody>
</table>

2. **Eligibility conditions General Manager (IEPF Authority)**

Officers of the Central or State Government

(a) (i) holding analogous post on regular basis; or
(ii) with 6 years regular service in PB-3 + Grade Pay of Rs. 7600/-; or
(iii) with 10 years regular service in PB-3 + Grade Pay of Rs. 6600/-
Desirable: Having experience in Administration/Establishment.

3. **Eligibility conditions Assistant General Manager (IEPF Authority)**

Officers of the Central or State Government

(a) (i) holding analogous post on regular basis; or
(ii) with 2 years regular service in PB-2 + Grade Pay of Rs. 4800/-
Desirable: Having experience in Administration/Establishment.
विषय: कंपनी अधिनियम, 2013 की धारा 125 के अनुसार स्थापित विनिधानकल्प सिलाई और संरक्षण निर्देश प्राधिकरण में महाप्रबंधक और शहायक महाप्रबंधक के पदों के लिए आवेदन आमंत्रित करना

विनिधानकल्प सिलाई और संरक्षण निर्देश प्राधिकरण में निर्माता-किर्तिमान पदों को प्रतिनिधित्व आधार पर भरने के लिए पात्र अभ्यर्थियों से आवेदन आमंत्रित किए जाते हैं -

<table>
<thead>
<tr>
<th>क्र.सं.</th>
<th>पद का नाम</th>
<th>पदों की संख्या</th>
<th>वेतनमान</th>
<th>पदस्थापन का स्थान</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>महाप्रबंधक</td>
<td>01</td>
<td>शीर्ष-4 में 37,400-67,000 रुपए + शेड वेतन 8,700/- रुपए</td>
<td>नई दिल्ली</td>
</tr>
<tr>
<td>2</td>
<td>सहायक महाप्रबंधक</td>
<td>01</td>
<td>शीर्ष-3 में 15,600-39,100 रुपए + शेड वेतन 5,400/- रुपए</td>
<td>नई दिल्ली</td>
</tr>
</tbody>
</table>

2. **महाप्रबंधक (आईआईपीएफ प्राधिकरण) के लिए पात्रता शर्तें**
   केंद्रीय या राज्य सरकार के वे अधिकारी
   (i) जो नियुक्ति आधार पर सहस्त्र पद धारण करते हैं; अथवा
   (ii) पीवी-3 में 7,600/- रुपए शेड वेतन में 6 वर्ष की नियुक्ति सेवा की हो; अथवा
   (iii) पीवी-3 में 6,600/- रुपए शेड वेतन में 10 वर्ष की नियुक्ति सेवा की हो।
   वांछित योग्यता: प्रशासन/स्थापना में कार्य का अनुभव।

3. **सहायक महाप्रबंधक (आईआईपीएफ प्राधिकरण) के लिए पात्रता शर्तें**
   केंद्रीय या राज्य सरकार के वे अधिकारी
   (i) जो नियुक्ति आधार पर सहस्त्र पद धारण करते हैं; अथवा
   (ii) पीवी-2 में 4,800/- रुपए शेड वेतन में 2 वर्ष की नियुक्ति सेवा की हो।
   वांछित योग्यता: प्रशासन/स्थापना में कार्य का अनुभव।
4. The maximum age limit for appointment on deputation is 56 years.

5. The period of appointment, on deputation, will be for a period of 5 years for General Manager and 3 years for Assistant General Manager and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India, in this regard as amended from time to time.

6. Application in duplicate, in the prescribed proforma (Annexure I) complete in all respects may be sent to Director IEPF, Ministry of Corporate Affairs, Room No. 538, 5th Floor, ‘A’ Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi-110001 through proper channel by 31st August 2016.

7. The terms and conditions of the services of the General Manager and Assistant General Manager shall be regulated by the Investor Education and Protection Fund Authority (Recruitment Salary and other Terms and Conditions of Service of officers and other employees) Rules, 2016, which has been approved by the Competent Authority and available on the Ministry’s website www.mca.gov.in in draft form. The prescribed proforma for the application may be downloaded from the Ministry’s website at www.mca.gov.in.

8. This may be given wide publicity.

(\text{Signature})
(Rakesh Tyagi)
Director

To
1. Secretaries to Government of India, All Ministries/Departments of the Government of India.
2. All Chief Secretaries to the State Governments/Union Territories.
3. Director General of Corporate Affairs, New Delhi.
4. All RDs/RoC-cum-OLs/RoCs/OLs, Ministry of Corporate Affairs.
5. Chairman, NCLT/NCLAT, New Delhi.
6. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
7. Secretary, Competition Commission of India, MCA, New Delhi.
8. Registrar, Competition Commission Appellate Tribunal, New Delhi.
9. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
10. E governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular prominently (preferably scroll) on the website of the Ministry.
4. प्रतिलिपिक पर निर्युक्ति के लिए अधिकतम आयु सीमा 56 वर्ष हैं।

5. प्रतिलिपिक पर निर्युक्ति की अवधि, महाप्रबंधक के लिए 5 वर्ष और सहायक महाप्रबंधक के लिए 3 वर्ष होगी और कार्यकर्ता प्रशिक्षण विभाग, भारत सरकार द्वारा इस संबंध में आयी और समय-समय पर यथासंभवतः निबंधनों और शर्तों के अधीन होगी।

6. निर्धारित प्रोत्साहन (अनुसंधान-1) में विभिन्न पूर्ण आवेदन 2 प्रतियों में निदेशक, आईएसपीएफ, कार्यपोर्ट कार्य मंचालय, कमरा सं. 538, पांचवा तल, 'ए' विंग, शासनी भवन, डॉ. राजेंद्र प्रसाद रोड, नई दिल्ली - 110001 को उपयुक्त माध्यम से 31 अगस्त, 2016 तक भेजा जाए।

7. महाप्रबंधक और सहायक महाप्रबंधक की सेवा की निवेशन और शर्तें विनियमकर्ता शिक्षा और संख्या वित्तीय प्राधिकरण (अधिकारियों और अन्य कर्मचारियों की भर्ती, वेतन और सेवा की अन्य निवेशन और शर्त) निम्न, 2016 द्वारा विनियमित होंगे जिसे संस्थाप्राधिकरण ने अनुमोडन किया है और जो मंचालय की वेबसाइट www.mca.gov.in पर प्राप्त रूप में उपलब्ध है। आवेदन हेतु निर्धारित प्रोत्साहन मंचालय की वेबसाइट www.mca.gov.in से डाउनलोड किया जा सकता है।

8. इसे व्यापक रूप से प्रचारित किया जाए।

(राकेश त्यागी) निदेशक

प्रति:

1. भारत सरकार के सभी मंचालयों/विभागों के सचिव।
2. सभी राज्य सरकारों/संघ शासित क्षेत्रों के मुख्य सचिव।
3. कार्यपोर्ट कार्य महानिदेशक, नई दिल्ली।
4. सभी प्रदेशिक निदेशक/कंपनी रजिस्ट्रेशन-सह-शासनीय समाप्ति/कंपनी रजिस्ट्रेशन/शासनीय समाप्ति, कार्यपोर्ट कार्य मंचालय।
5. अध्यक्ष, एमसीएलटी/एमसीएलटी, नई दिल्ली।
6. निदेशक, गंभीर कमर्ट अन्वेषण कार्यालय, पर्यावरण भवन, नई दिल्ली।
7. सचिव, भारतीय प्रतिस्पर्धा आयोग, एमसीए, नई दिल्ली।
8. रजिस्ट्रेशन, प्रतिस्पर्धा अधिकरण, नई दिल्ली।
9. कार्यपोर्ट कार्य मंचालय, शासनी भवन, नई दिल्ली के सभी अधिकारी।
10. ई-गवर्नस प्रकोप, कार्यपोर्ट कार्य मंचालय को इस रिचित परिपत्र को मंचालय की वेबसाइट पर प्रमुखता से (यदि सामने हो तो स्क्रीन के रूप में) अपलोड करने के अनुरोध के साथ।
PROFORMA FOR APPLICATION

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth (In Christian Era)
4. Education Qualifications
5. Whether educational and other qualification 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)
6. Details of employment in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

<table>
<thead>
<tr>
<th>Office/Organization</th>
<th>Post held (Regular)</th>
<th>From</th>
<th>To</th>
<th>Pay Band And Grade Pay</th>
<th>Period of experience</th>
</tr>
</thead>
</table>

7. Present Grade Pay, total emoluments per month now drawn
8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space in insufficient.
9. Whether belong to SC/ST/OBC
10. Number of documents enclosed, Indicate in a separate list

Signature of the Candidate
Telephone No.

Date____________________ Address______________________________________

CERTIFICATE

1. It is certified that the particular of the officer has been verified and found to be correct.
2. The officer is holding the post/analogous post on regular basis.
3. It is certified that no disciplinary proceeding are pending/contemplated against the officer. The Integrity of the officer is also certified. Copies of APAR__________years are enclosed.

(Signature of Cadre Controlling Authority/ Head of the Department with Stamp)
Telephone No.
आवेदन के लिए प्रोकार्म

1. आवेदन का पद
2. नाम और पता स्पष्ट अक्षरों में
3. जन्मतिथि (ईसवी संवत में)
4. शैक्षणिक योग्यता
5. क्या इस पद के लिए अपेक्षित शैक्षणिक और अन्य योग्यताएं पूरी हैं (यदि किसी अहंता को इन लिखित किसी योग्यता के समतुल्य माना गया है तो ऐसा प्रमाणित करने वाले प्राधिकरण का उल्लेख करें)
6. नियोजन के व्यक्ति, कालानुक्रम में (यदि यहां स्थान अपराधन हो तो अलग कागज संलग्न करें, और उस पर अपना हस्ताक्षर करें)

<table>
<thead>
<tr>
<th>कार्यालय/संगठन</th>
<th>धारित पद (नियमित)</th>
<th>तक</th>
<th>वेतन बैंड और गैंड वेतन</th>
<th>अनुभव की अवधि</th>
</tr>
</thead>
</table>

7. वर्तमान गैंड वेतन, प्रतिमाह आहरित कुल परिलक्षित
8. अतिरिक्त सूचना, यदि कोई हो जिसका आप इस पद के लिए अपनी उपयुक्तता के सम्बन्ध में उल्लेख करना चाहते हों
9. क्या अ.जा./अ.जा./अ.पि.व. से हैं
10. संलग्न दस्तावेजों की संख्या, अलग सूची में दर्ज

अध्यक्षों का हस्ताक्षर
दर्शाएँ सं. ......................

तारीख .................. पता .........................................................

प्रमाणपत्र

1. प्रमाणित किया जाता है कि अधिकारी के व्यापे स्थापित कर लिए गए हैं और सही हैं।
2. अधिकारी यह पद/सदस्य पद नियमित आधार पर दारण करता है।
3. यह प्रमाणित किया जाता है कि अधिकारी के विरूद्ध कोई अनूठासनात्मक कार्रवाई लंबित नहीं है/विचाराधीन नहीं है। अधिकारी की सत्यनिष्ठा प्रमाणित है। वर्ष ............ के लिए वार्षिक कार्य निष्पादन प्रतिवेदनों की प्रतियां संलग्न हैं।

(संवर्ग नियंत्रण प्राधिकारी/विभागाध्यक्ष का हस्ताक्षर और मुहर)
दर्शाएँ सं. ......................