



भारतके लोकपाल
Lokpal of India

Accounts Establishment Secy.

आवृत्ति संख्या 3858

दिनांक 06/10/2020

पंक्ति संख्या

So(A/E)
to Circulate

6.10.20

Plot No.6, Institutional Area, Phase-II
Vasant Kunj, New Delhi-110070
Dated September 2020

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

Registrar General, Supreme Court/all High Courts/
CAT/NGT/NHRC etc.

Subject:-Filling up of two posts (subject to variation) of Court Master and three posts (subject to variation) of Court Steno/Assistant Registrar on deputation/Transfer on deputation basis in the Office of Lokpal of India.

Sir,

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

2. The details of the pay scale, eligibility criteria, etc for Court Master are 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/ Supreme Court/ High Courts/ Tribunals 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/- (or Level-7) 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) |

3. The details of the pay scale, eligibility criteria, etc for Court Steno/Assistant Registrar are 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/ Supreme Court/ High Courts/ Tribunals 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 the pay scale of Level-6 (PB-Rs.9300/- + Rs.4200/-, pre-revised) in the parent Cadre/Department (ii) Degree from a recognized University (iii) typing speed of 35 w.p.m. on computer. |

4. 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 be Five Years and may be extended up to seven years in terms of extant rules of Government of India.

5. Age: The Officers should not have crossed the age of 56 years as on the closing date of receipt of application.

6. 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.

7. Applications of the willing officers may be forwarded in the enclosed Annexure through proper channel, to the Under Secretary, Lokpal of India, Plot No 6, Vasant Kunj Institutional Area, Phase-II, New Delhi-110070 by 30th November, 2020.

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

(a) NOC from the Parent Office for appointment on this post in the Office of Lokpal of India.

(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
☎ 011-26125024

Copy to:-

1. PPS to Hon'ble Chairperson, Lokpal
2. PPS to Hon'ble Member, Lokpal
3. PPS to Secretary, Lokpal
4. Secretary to Department/Ministries with the request to circulate the advertisement in their Autonomous Bodies/Statutory Bodies/Tribunals etc.
5. Registrar General of Supreme Court, High Courts, Tribunals such as NHRC, CAT, NGT, etc.
6. Lokpal Division (for information and request for a kind an arrangement to upload it on the website of DoPT), DoP&T.
7. NIC for uploading on the website of Lokpal of India.

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 | |
| a. Qualifications | | (a) Qualifications | |
| b. Experience | | (b)Experience | |
| Desirable | | Desirable | |
| c. Qualifications | | (a) Qualifications | |
| d. 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 the Pay band and Grade Pay/ Pay Scale of the Post are held on a 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 space below is insufficient.

| Office/Institution | Post held on a regular basis | From | To | *Pay Band and Grade pay/pay scale of the post held on a 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 the 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 officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

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

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

- Central Government
- State Government
- Autonomous Organization
- Government Undertaking
- 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 the 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 Pay/Interim relief/Other Allowances etc. (with break-up details) | 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 Pay/Interim relief/Other Allowances etc. (with break-up details) | Total Emoluments |
| 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) | | |
| 15B. Achievements: The candidates are requested to indicate information with regard to; (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. (Note: Enclose a separate sheet, if the space is insufficient) | | |
| 16. 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 candidate)

Address.....

e-mail ID.....

Contact No.....

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

2. Also certified that:

- i) No vigilance or disciplinary case is 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)