

भारत सरकार / Government of India  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority  
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7<sup>th</sup> Floor, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi

No. NF-11001/6/2019


Dated: 12.05.2020

**Circular**

**Subject: Extension in last date of application for the posts of AGM, Manager and Assistant Manager in NFRA on deputation / short term contract basis**

Kindly refer to the letter No. NF-11001/6/2019 dated: 06.05.2020 on NFRA website.

2. The email id to which the applications are required to be sent may be read as manager-admn@nfra.gov.in in place of manager-admin@nfra.gov.in.
3. The error is extremely regretted.

  
(Vivek Narayan)  
Secretary NFRA

भारत सरकार / Government of India  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority  
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7<sup>th</sup> Floor, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi

No. NF-11001/6/2019

dated 06.05.2020

**Circular**

**Subject: Extension in last date of application for the posts of AGM, Manager and Assistant Manager in NFRA on deputation / short term contract basis.**

Kindly refer to the Vacancy Notice No. NF-11001/6/2019 dated 17.01.2020.

2. The last date for submission of applications for the posts of AGM, Manager and Assistant Manager in NFRA on deputation / short term contract basis is further extended from 15.5.2020 to 30.5.2020.
3. This issues with the approval of Chairperson NFRA.

*Vivek Narayan*

(Vivek Narayan)  
Secretary

VIVEK NARAYAN  
Secretary  
National Finance Reporting Authority

भारत सरकार / Government of India  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority  
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7<sup>th</sup> Floor, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi

No. NF-11001/6/2019


dated 30.04.2020

**Circular**

**Subject: Receipt of application for the posts of AGM, Manager and Assistant Manager in NFRA on deputation / short term contract basis via email.**

Kindly refer to the Vacancy Notice No. NF-11001/6/2019 dated 17.01.2020.

2. The last date for submission of applications for the posts of AGM, Manager and Assistant Manager in NFRA on deputation / short term contract basis was extended from 31.3.2020 to 15.5.2020 vide circular dated 30.3.2020.
3. In above reference, the respective departments may send the scanned copy of the application of applicants via email to [manager-admin@nfra.gov.in](mailto:manager-admin@nfra.gov.in). after approval of the cadre controlling authority along with stipulated documents as asked for in the said Vacancy Circular.
4. Further, eligible and interested officers may send advance copy of their application via email to the said email id. The said advance copy should be sent via email only after submission of the application through proper channel.
5. This issues with the approval of Chairperson NFRA.

  
(Vivek Narayan)  
Secretary

विवेक नारायण/VIVEK NARAYAN  
सचिव/ Secretary  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण  
National Financial Reporting Authority

भारत सरकार / Government of India  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority  
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7<sup>th</sup> Floor, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi

No. NF-11001/6/2019

dated 30.03.2020

**Circular**

**Subject: Extension in last date of application for the posts of AGM, Manager and Assistant Manager in NFRA on deputation / short term contract basis.**

Kindly refer to the Vacancy Notice No. NF-11001/6/2019 dated 17.01.2020.

2. The last date for submission of applications for the posts of AGM, Manager and Assistant Manager in NFRA on deputation / short term contract basis is extended from 31.3.2020 to 15.5.2020.
3. This issues with the approval of Chairperson NFRA.

*Vivek Narayan*  
(Vivek Narayan)  
Secretary

विवेक नारायण / VIVEK NARAYAN  
सचिव / Secretary  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण  
National Financial Reporting Authority

WAVARA  
10/03/2020  
10/03/2020



भारत सरकार / Government of India  
राष्ट्रीय वित्तीय रिपोर्टिंग प्राधिकरण / National Financial Reporting Authority  
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7<sup>th</sup> Floor, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi

No. NF-11011/6/2019

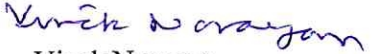
date : 18<sup>th</sup> March. 2020

**Subject: Extension of last date of application for the post of AGM, and below in NFRA on deputation / short term contract basis.**

Please refer to the Vacancy Circular No. 11011 / 6 / 2019 dated 17.1.2020 calling for applications for the Posts of AGM and below in NFRA on deputation / short term contract basis.

2. The last date for submission of applications for the Posts of AGM, Manager, and Assistant Manager in NFRA on deputation / short term contract basis has been extended from 11.3.2020 to 31.3.2020.

3. This issues with the approval of Chairperson NFRA.

  
Vivek Narayan  
Secretary

Copy to

1. US DOPT Shri G.D. Toppo with request to kindly arrange to display the said extension on DOPT website.
2. US competition MCA with request to kindly arrange to display the said extension on MCA website.
3. IT Team of NFRA for displaying the same on website and social media handles of NFRA.

**National Financial Reporting Authority**  
7<sup>th</sup> Floor Hindustan Times Building, K.G. Marg New Delhi  
Ph-011-23355013

No. NF-11011/6/2019

17  
Dated .01.2020

To,

17.1.2020

1. All Ministries/Department of Government of India,
2. All State Governments
3. Union Territory Governments
4. Public Sector Undertakings; Autonomous and Statutory Bodies

**Sub: Filling up of posts in NFRA of the level of Assistant General Manager and below at New Delhi on deputation basis.**

Sir,

National Financial Reporting Authority (NFRA), New Delhi, is a statutory body set up under Section 132 of Companies Act, 2013. NFRA has been established to protect the public interest and the interests of investors, creditors and others associated with the companies or bodies corporate by establishing high quality standards of accounting and auditing and exercising effective oversight of accounting functions performed by the companies and bodies corporate and auditing functions performed by auditors.

2. The Authority proposes to fill up the posts as per details stated in the Annexure - I in its headquarters at New Delhi on deputation / Short Term Contract basis, initially for a period of three years in accordance with the Recruitment Rules Notified vide Extraordinary Gazette No. 369 dated 16.5.19 of Ministry of Corporate Affairs.

3. It is requested to forward applications in the prescribed proforma (Annexure -II) along with attested copies of ACRs/APARs for the last five years and Vigilance clearance of eligible candidates whose services could be placed at the disposal of the Authority immediately in the event of their selection. The application should be sent in an envelope superscribing the post applied for, may be sent to the Under Secretary (NFRA), 8th Floor Hindustan Times Building, K.G. Marg, New Delhi - 110001 so as to reach on or before ..... ( next wkg day after 52 days from date of issue of this letter ).

11.03.2020

*Vivek Narayan*  
(Vivek Narayan)  
Secretary (NFRA)

Encl. As above.

Copy to

1. Secretary, Ministry of Corporate Affairs: for kind information please.
2. Under Secretary DOPT (Shri George Deepak Toppo - Under Secretary) with request to kindly arrange to put up this vacancy Circular on DOPT website for wide publicity.
3. US (NFRA) Ministry of Corporate Affairs with request to put up this vacancy Circular on website of Ministry of Corporate Affairs. ( duly filled in format for the same is enclosed)
4. IT Team of NFRA to put up this vacancy Circular on website of NFRA

Details of Posts to be filled up

| S.N. | Name of Posts                           | No. of vacancies | Pay Scale  | Eligibility Criteria   | Qualification / Experience  |
|------|---|------------------|--|--|---|
| 1.   | Assistant General manager (AGM) Grade C | 8                | Rs. 49000-1750 (3)-54250-1900 (2)- 58050-2000 (4)-66050-EB-2000(2)-70050-2150(1)-72200 (13). | <p><b>Deputation or Short Term Contract:</b></p> <p>Group A Officers from All India or Central Civil Services:</p> <p>(i) with three years of regular service in the grade rendered after appointment thereto on regular basis in Level 11 (Rs. 67700-208700) in the pay matrix;</p> <p>or</p> <p>(ii) with seven years of regular service in the grade rendered after appointment thereto on regular basis in Level 10 (Rs. 56100-177500) in the pay matrix;</p> <p>and</p> <p>minimum three years post-qualification experience in the fields of law, investigation, Information Technology, Finance, Economics, Accountancy, Auditing, Administration;</p> <p>OR</p> <p>Officers from Reserve Bank of India, Banks, Financial Institutions, regulatory bodies, statutory bodies, Public Sector Undertakings and other Government institutions with not less than ten years of experience in the officer cadre or Management Grade, of which, minimum five years post-qualification experience in the fields of law, investigation, Information Technology, Finance, Economics, Accountancy, Auditing, Administration.</p> <p><b>Age Limit</b><br/>The maximum age-limit for</p> | <p><b>Essential:</b></p> <p>Chartered Accountant or Master of Business Administration with specialization in Finance or Accounting or Chartered Financial Analysis or Post graduation in Commerce, Economics, Finance or any other discipline, from a recognized University or Institution.</p> <p><b>Desirable:</b></p> <p>Degree in Law from a recognized university.</p> |

|    |                    |    |   |  |   |
|----|--------------------|----|---|--|---|
|    |                    |    |   | appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications.  |   |
| 2. | Manager<br>Grade B | 1* | Rs.<br>35150-<br>1750(9)-<br>50900-EB-<br>1750(2)-<br>54400-<br>2000(4)-<br>62400 (16). | <p><b>Deputation or Short Term Contract:</b></p> <p>An officer of Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(i) with regular service in the grade rendered after appointment thereto on regular basis in Level 10 (Rs. 56100-177500) in the pay matrix;</p> <p>or</p> <p>(ii) with three years of regular service in the grade rendered after appointment thereto on regular basis in Level 8 (Rs. 47600-151100) in the pay matrix;</p> <p>and</p> <p>minimum two years post-qualification experience in the fields of law, investigation, Information Technology, Finance, Economics, Accountancy, Auditing, Administration.</p> <p>OR</p> <p>Officers from Reserve Bank of India, Banks, Financial Institutions, regulatory bodies, statutory bodies, Public Sector Undertakings and other government institutions with not less than six years of experience in the officer cadre or Junior Management grade, of which, minimum three years post-qualification experience in the fields of law, investigation, Information Technology, Finance, Economics, Accountancy, Auditing, Administration.</p> | <p><b>Essential</b></p> <p>Chartered Accountant or Master of Business Administration with specialization in Finance or Accounting or Chartered Financial Analysis or Law or Post-Graduation in Commerce, Economics, Finance or any other discipline, from a recognized University or Institution.</p> |



|    |                               |   |  |  |   |
|----|-------------------------------|---|--|--|---|
|    |                               |   |  | <p><b>Age Limit</b></p> <p>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>   |   |
| 3. | Assistant Manager.<br>Grade A | 3 | Rs. 28150-1550(4)-34350-1750(7)-46600-EB-1750 (4)-53600-2000(1)-55600. | <p><b>Deputation or Short Term Contract:</b></p> <p>An officer of Central Government or State Governments, or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(i) with regular service in the grade rendered after appointment thereto on regular basis in Level 8 (Rs. 47600-151100) in the pay matrix;</p> <p>or</p> <p>(ii) with two years of regular service in the grade rendered after appointment thereto on regular basis in Level 7 (Rs. 44900-142400) in the pay matrix;</p> <p>and</p> <p>minimum two years post-qualification experience in the fields of law, investigation, Information Technology, Finance, Economics, Accountancy, Auditing, Administration.</p> <p>OR</p> <p>Officers from Reserve Bank of India, Banks, Financial Institutions, regulatory bodies, statutory bodies, Public Sector Undertakings and other government institutions with a minimum of two years of relevant experience in the officer cadre or Junior management grade.</p> | <p><b>Essential</b></p> <p>Chartered Accountant or Master of Business Administration with specialization in Finance or Accounting or Chartered Financial Analysis or Law or Graduation in Commerce, Economics, Finance, Bachelor of Technology in Computer Science or Engineering or Master in Computer Application or any other discipline, from a recognized University or Institution.</p> |

|    |  |   |   |  |  |
|----|--|---|---|--|--|
|    |  |   |   | <p><b>Age Limit</b><br/>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>  |  |
| 4. | Personal or General Assistant. Grade III | 4 | Rs.20650-1150(3)-24100-1225(1)-25325-1325(3)-29300-1475(6)-38150-1525(2)-41200-1740(2)-44680-1875(1). | <p><b>Deputation (including short-term contract):</b><br/>An officer of Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:<br/>(i) holding analogous post on regular basis in the parent cadre or department;<br/>or<br/>(ii) with a minimum of six years of regular service, in the grade rendered after appointment thereto on regular basis in Level 6 (Rs. 35400-112400) in the pay matrix or equivalent.</p> <p><b>Age Limit:</b><br/>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications.</p> | <p><b>Essential:</b><br/>Graduate degree from a recognized university or equivalent.</p> <p><b>Desirable:</b><br/>(i) working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;<br/>(ii) working knowledge of computer;<br/>(iii) skill in stenography and typing.</p> |
| 5. | Personal or General Assistant Grade II   | 3 | Rs. 13150-750(3)-15400-900(4)-19000-1200(6)-26200-1300(2)-28800-1480(3)-33240-1750(1)-34990.          | <p><b>Deputation (including short-term contract):</b><br/>An officer of Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:<br/>(i) holding analogous post on regular basis in the parent cadre or department;<br/>or<br/>(ii) with a minimum of four years of regular service, in</p>  | <p><b>Essential:</b><br/>Graduate degree from a recognized university or equivalent.</p> <p><b>Desirable:</b><br/>(i) working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;<br/>(ii) working knowledge of computer;</p>  |

|    |                                       |   |  |   |  |
|----|---------------------------------------|---|--|---|--|
|    |                                       |   |  | <p>the grade rendered after appointment thereto on regular basis in Level 5 (Rs.29200-92300) in the pay matrix or equivalent.</p> <p><b>Age Limit</b></p> <p>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>  | (iii) skill in stenography and typing.   |
| 6. | Personal or General Assistant Grade I | 3 | <p>Rs. 10940-380(4)-12460-440(3)-13780-520(3)-15340-690(2)-16720-860(4)-20160-1180(3)-23700.</p> | <p><b>Deputation (including short-term contract):</b></p> <p>An officer of Central Government or State Governments or Union territories or Public Sector Undertakings or autonomous and statutory bodies:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department;</p> <p>or</p> <p>(ii) with a minimum of two years of regular service, in the grade rendered after appointment thereto on regular basis in Level 3 (Rs. 21700-69100) in the pay matrix or equivalent.</p> <p><b>Age Limit</b></p> <p>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications.</p> | <p><b>Essential:</b></p> <p>Graduate degree from a recognized university or equivalent.</p> <p><b>Desirable:</b></p> <p>(i) working experience in dealing with Regulatory Authority or Statutory Bodies or Other Government Institutions;</p> <p>(ii) working knowledge of computer;</p> <p>(iii) skill in stenography and typing.</p> |
| 7. | Sr. PS                                | 3 | <p>Level 8 (Rs. 47600-105900).</p>   | <p><b>Deputation (including short-term contract):</b></p> <p>An officer of Central Government or State Governments or Union territories:</p>  | <p><b>Essential:</b></p> <p>Graduate degree from a recognized university or equivalent.</p> <p><b>Desirable:</b></p>   |

|    |                   |   |                           |   |  |
|----|-------------------|---|---------------------------|---|--|
|    |                   |   |                           | <p>(i) in the grade rendered after appointment thereto on regular basis in Level 8 (47600-151100) in the pay matrix or equivalent;</p> <p>or</p> <p>(ii) with a minimum of four years of regular service, in the grade rendered after appointment thereto on regular basis in Level 7 (Rs. 44900-142400) in the pay matrix.</p> <p><b>Age Limit</b></p> <p>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>  | <p>Working experience in regulatory Authority or Statutory Bodies or Other Government Institutions.</p>  |
| 8. | Private Secretary | 1 | Level 7 (Rs. 44900-99800) | <p><b>Deputation (including short-term contract):</b></p> <p>An officer of Central Government or State Governments or Union territories:</p> <p>(i) in the grade rendered after appointment thereto on regular basis in Level 7 (Rs. 44900-142400) in the pay matrix or equivalent;</p> <p>or</p> <p>(ii) with a minimum of four years of regular service, in the grade rendered after appointment thereto on regular basis in Level 6 (Rs.35400-112400) in the pay matrix.</p> <p><b>Age Limit</b></p> <p>The maximum age-limit for appointment by deputation or contract shall be not exceeding fifty six years as on the closing date of receipt of applications</p> | <p><b>Essential:</b></p> <p>Graduate degree from a recognized university or equivalent.</p> <p><b>Desirable:</b></p> <p>Working experience in regulatory Authority or Statutory Bodies or Other Government Institutions.</p> |

|    |        |   |                                     |  |  |
|----|--------|---|-------------------------------------|--|--|
| 9. | Driver | 2 | Level 2<br>(Rs.<br>19900-<br>44400) | <p><b>Deputation :</b></p> <p>From amongst the regular Group C employees in level 2 (Rs.19900-63200) in the pay matrix in the Ministry of Corporate Affairs who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars</p> <p>failing which</p> <p>from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Level 2 (Rs.19900-63200) in the pay matrix in other Ministries of the Central Government.</p> <p>Deputation or re-employment for Armed Forces Personnel:</p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualification prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> <p><b>Age Limit</b></p> <p>The maximum age limit for appointment by deputation shall be 'Not exceeding sixty five years' as on the closing date of receipt of applications.</p> | <p><b>Essential:</b></p> <p>(1) Possession of a valid driving license for motor cars;</p> <p>(2) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);</p> <p>(3) Experience of driving a motor car for at least three years; and</p> <p>(4) Pass in 10<sup>th</sup> standard.</p> |
|----|--------|---|-------------------------------------|--|--|

\* There could be additional vacancies in case some of the already selected officers do not join.

**Note 1:** 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 ordinarily not exceed three years. It may be extendable for another two years and the maximum period of deputation shall not exceed five years.

**Note 2:** An employee appointed on deputation to an ex-cadre post may elect to draw either the pay in the scale of pay of the ex-cadre post or his pay in the parent cadre with deputation allowance. The terms and conditions of Deputation will be in accordance with DOPT OM No. 6/8/2009 – Estt. (Pay II) dated 17.6.2010, OM No. 2/6/2016 – Estt. (Pay II) dated 17.2.16 and OM No. 2/11/2017 – Estt. (Pay II) dated 24.11.17 and as amended from time to time.

**Note 3: Allowances and Perks:**

**(i) Dearness Allowance:** Dearness Allowance (DA) rates in respect of posts at Sl. No. 1 to 6 will be as declared by Reserve Bank of India / Indian Banks Association from time to time. DA rate for November, December 2019 & January 2020 is 71.7% of Pay. Presently the revision of DA is quarterly, as under –

February, March, April  
May, June, July  
August, September, October  
November, December, January.

Dearness Allowance (DA) in respect of Posts at Sl. No. 7 to 9 above will be as applicable in respect of respective pay scales of the Central Government.

**(ii) Other Perks and Allowances:** Other Perks and Allowances would be as decided from time to time.

**Note 4:** The officers and employees of the Authority who are on deputation shall be eligible for pension and retirement benefits, if any, as are available to them in their parent Ministry or Department or organization.



**Note 5:** Officers presently residing in GPRA Quarter at Delhi and joining NFRA on Deputation basis can retain the same upto 30.9.2023 in view of Ministry of Urban Development OM No. 12035 / 12 / 2013-Pol.II dated 15.1.2014.

**Annexure – II**

**Application form for Application in NFRA**

**Post applied for:**

| <b>Sl.No.</b> | <b>Particulars</b>   | <b>Details to be filled by the Applicant</b>   |
|---------------|--|--|
| 1.            | Name of Applicant  |  |
| 2.            | Present Designation  |  |
| 3.            | Name of Organization employed with,  |  |
| 4.            | Type of the Organisation Employed with :<br><br>i. Central Government<br>ii. State Government<br>iii. Union Territory Government<br>iv. Public Sector Undertakings<br>v. Autonomous Body<br>vi. Statutory Bodies |  |
| 5.            | Contact Details  | Office Address<br><br>Email<br><br>Mobile No.<br><br>Land Line No.                             |
| 6.            | Date of Birth  |  |
| 7.            | Age Limit permissible for the post as on the closing date of receipt of application for the post applied for   | Age of the applicant as on the closing date of receipt of application for the post applied for |
|               |  |  |
|               |  |  |

|   |  |  |  |
|---|--|--|--|
| 8.  | Date of Retirement under applicable service rules where employed.                    |  |  |
| 9.  | Post Held on regular (i.e. substantive) basis, scale of pay and date from which held |  |  |
| 10.   | Educational Qualification*   |  |  |
|   | Essential Educational Qualification Required for the post                            | Educational Qualification possessed by the applicant |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   | Desirable Educational Qualification stated for the post                              | Educational Qualification possessed by the applicant |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
| 11.   | Experience*  |  |  |
|   | Requirement for the post applied for   | Actual service details of applicant in this regard   |  |
| Grade in which minimum length of service required on regular basis  |  |  |  |
| Minimum length of service in the Grade  |  |  |  |
|   |  |  |  |
| Essential Experience Required for the post  | Experience possessed by the applicant  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
| Analogous Post required to be held on Regular basis in parent cadre / Department for the post applied for | Analogous Post held on Regular basis in parent cadre / Department                    |  |  |
|   |  |  |  |
| Desirable Experience stated for the post  | Experience possessed by the applicant  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |

|     |   |        |              |  |            |
|-----|---|--------|--------------|--|------------|
| 12. | Details of Experience in Chronological Order starting from present till first:                                |        |              |  |            |
|     | Sl. No.   | Period | No. of Years | Post held, organization and place of posting | Experience |
|     |   |        |              |  |            |
|     |   |        |              |  |            |
| 13. | Any other information applicant would like to submit in support of your suitability for the post applied for. |        |              |  |            |
| 14. | Attested copy of last 5 Years APAR attached **  |        |              |  |            |
| 15. | Copy of Vigilance Clearance attached **   |        |              |  |            |

\* Kindly attach copy of Educational Qualification and Experience in support of your application as required for the post being applied for.

\*\* To be filled by Competent Authority forwarding the application

It is certified that the details given above are true

Signature of the applicant  
Date

It is certified that the details given above are verified with service records of the applicant and found to be correct.

Signature and Seal of the Competent  
Authority  
of the organization forwarding the application

Date

Address, Tel. No., and Email id of the  
Competent Authority forwarding the application