



अखिल भारतीय आयुर्विज्ञान संस्थान, पटना  
All India Institute of Medical Sciences, Patna  
Phulwarisharif, Patna- 801507



No.: FTS-15070(IX)/Deputation/2023

Dated: 27.04.2023

**VACANCY NOTICE ON DEPUTATION**

Applications are invited in prescribed pro-forma from eligible Officers of Central/State Government/U.T/Autonomous Bodies/Universities/Public Sector Undertaking/R&D Organization/Police Departments of Central/State/U.T/Armed Forces including Para Military Forces as applicable for filling up the following **Group 'A' & 'B' Posts on Deputation Basis** at All India Institute of Medical Sciences, Patna. The essential qualification, experience etc. required for applying for these posts are as under:-

Sl. No.	Name of Post	Pay Matrix & Level	Educational Qualifications & Experiences	No. of post
01.	Medical Superintendent	Level-14 (Rs.144200-218200)+ NPA	1. A Medical qualification included in the Schedule I & II or Part II of the third Schedule to the Indian Medical Council Act of 1956 (person possessing qualifications included in part II or third schedule should also fulfil the conditions specified in Section 13(3) of the Act. 2. A Postgraduate qualification, e.g. MD or MS or a recognized qualification equivalent thereto OR M.H.A (Master in Hospital Administration) or a post graduate degree recognized as equivalent to M.H.A by the Medical Council of India.  <b>Experience:-</b> Ten years' experience in Hospital Administration in hospital after obtaining the PG degree in a senior position preferably in hospitals with 300 beds.	1
02.	Superintending Engineer	Level-13 (Rs.123100-215900)	Employees of the Central /State /Union Territory Governments/Universities /Central Statutory /Autonomous bodies/Public Sector Undertakings/Research and Development Organizations holding analogous post Or Executive Engineers with five years of regular service in the grade pay of Rs.7600/- Or Executive Engineers with ten years of regular service in the grade pay of Rs.6600/-	1
03.	Chief Librarian	Level-13 (Rs.123100-215900)	Officers under the Central / State /U.T. Governments / Universities / Statutory. Autonomous Bodies or Research and Development organizations i) holding analogous posts on regular basis, Or With at latest 5 years of regular service in the grade pay of Rs.7600/- Or With at latest five years of regular service of	1



			<p>grade pay Rs.6600/- And</p> <p>ii) Having educational qualification</p> <p><b>Essential:</b></p> <p>(a) Master's Degree in Science (preferably on Biological Sciences) of a recognized University or equivalent;</p> <p>(b) Degree or equivalent Diploma in Lib. Science of a recognized Institution or University;</p> <p><b>Desirable:</b></p> <p>(a) Master's Degree in Library Science;</p> <p>(b) Training in Medical Librarianship;</p>	
04.	Chief Nursing Officer	Level-12 (Rs.78800 - 209200)	<p>Officers of the Central/ State Government/ or /Statutory/ Autonomous bodies</p> <p>i) holding analogous posts Or</p> <p>ii) With five years of regular service in the post in the relevant field in the PB-3 with grade pay of Rs.6600/- Or</p> <p>iii) With ten years of regular service in the post in the relevant field in the PB-3 with grade pay of Rs.5400/-</p>	1
05	Registrar	Level-12 (Rs.78800 - 209200)	<p>Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies ,or Research and Development Organizations having educational qualification and experience for direct recruitment</p> <p>Essential</p> <p>i) A Graduate of a recognized University</p> <p>ii) Seven years' experience of Administration in a Supervisory capacity or a teacher in a university/teaching institution including conduct or examination and admission and assignment of teaching programmes for under graduate or post graduate etc.</p> <p>Desirable:- A post graduate degree</p>	1
06	Senior Analyst (System Analyst)	Level-12 (Rs.78800 - 209200)	<p>Officers from Ministries/Departments of Government of India/State Governments/Union Territories /Statutory /Autonomous Bodies, Holding analogous post on regular basis or post which GP of Rs.6600/- and above with five years of regular service in this grade.</p>	1
07	Nursing Superintendent	Level-11 (₹. 67700- 208700)	<p>Officers of the Central/State/UT Governments/, Autonomous Bodies , Holding analogous post Or Deputy /Assistant Nursing Superintendent with five years regular service in the grade pay of Rs.5400/-</p>	3
08	Executive Engineer (AC & R)	Level-11 (₹. 67700- 208700)	<p>Officers from Ministries/Departments of Government of India, CPWD, MES, BRO, DoT, State Governments/Union Territories , Engineering Services and other Engineering Departments of the Central /State/PSU/Statutory /Autonomous Bodies.</p>	1



			working, Holding analogous post Or In PB-3 GP-5400/- with five years of regular service in the grade Or In PB-2 GP-4600/- with seven years of regular service in the grade	
09.	Finance & Chief Accounts Officer	Level-11 (₹ 67700-208700)	Officers under the Central/State/UT government/Universities/Statutory/Autonomous bodies or Research and Development Organisations  (i) Holding analogous post on regular basis  Or  (ii) With five years regular service in the relevant field in the grade pay of Rs.5400/-	1
10.	Executive Engineer (Electrical)	Level-11 (Rs.67700 - 208700)	Officers under the Central/State/UT government/Universities/Statutory/Autonomous bodies or Research and Development Organisations  (i) Holding analogous post on regular basis, Or (ii) Assistant Engineer (Electric) with five years regular service in grade pay of Rs.5400/- Or (iii) Junior Engineer (Electric) with seven years of regular service in the grade pay of Rs.4600/-	1
11.	CSSD Officer	Level-11 (Rs.67700-208700)	Officers of Central/State Govt./Autonomous/Statutory Organization holding analogous post on regular basis  Or,  CSSD Supervisor with Five/Seven years of regular service in the grade pay of Rs.5400/ or Rs.4600/- respectively.	1
12.	Chief Dietician	Level-11 (Rs.67700 - 208700)	Officer of the Central / State/ U.T. Government /Universities/ Statutory, Autonomous Bodies or Health Care Organizations  Holding analogous post on regular basis  Or  with 5 years of regular service in the post of Senior Dietician (Assistant Food Manager) in the grade of Rs. 5400/-  Or  With seven years of regular service in the post of Dietician in the grade pay of Rs.4600/-	1
13.	Chief Medical Social Service Officer	Level-11 (Rs. 67700-208700)	Employees of the Central/ State Govts./ Union Territory/Universities/Statutory/Autonomous Bodies/Public Sector Undertakings/Research and Development Organizations  A. (I) Holding analogous posts on regular basis or	1



			(II) with 5 years of regular service in a post in GP of Rs. 5400/- and B. Possessing the following qualifications and experience: (I) M.A in social worker /MSW from a recognized Institute/University and not less than five years of experience in the field of Medical Social Welfare with sound knowledge of medical and other Government run financial aid schemes.	
14.	Senior Administrative Officer	Level-11 (Rs. 67700 -208700)	Officers under the Central/state/ U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations  (i) Holding analogous post on regular basis Or (ii) With 5 of regular service in the grade pay of Rs.5400/- in the relevant field  Note: - The Departmental Administrative Officers with five years regular service in the grade pay of Rs.5400/- will also be considered along with outsiders (Deputationists). In case the Departmental officer is selected for appointment to the post, it will be treated as having been filled by promotion.	1
15.	Principal Private Secretary	Level-11 (₹. 67700-208700)	Officers of Central/State Governments or Central/State Statutory/Autonomous Bodies holding analogous posts or with at least 7 years of regular service in the post with Grade Pay of Rs.4600 or higher	2
16.	Senior Dietician (Assistant Food Manager)	Level-10 (Rs.56100 - 177500)	Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies ,or Health Care Organizations, Holding analogous post on regular basis Or With 3 years regular service in the post of Dietician in the grade pay of Rs.4600/-	2
17.	Chief Medical Record Officer	Level-10 (Rs.56100 - 177500)	Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies ,or Research and Development Organizations, a) Holding analogous post on regular basis Or b) 2/3 years regular service in the grade pay of Rs.4800/- or Rs.4600/- respectively in the relevant field And Possessing the following qualifications and experience a) Degree in Medical Record Keeping (Duration one year) from a recognized Institute/University And b) Ability to use computer in office applications, spread sheets and presentation. Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi	1
18.	Supervising Medical Social Service Officer	Level-10 (Rs.56100 - 177500)	Officers of the 200 bedded hospital of Central /State/UT Government or Central Autonomous/ Statutory/Local Self Government Bodies or Public	1



			<p>Sector Undertakings</p> <p>a) (i) Holding analogous post on regular basis: Or (ii) holding a post in the grade pay of Rs.4600/- with three years of regular service in the grade; or (iii) Holding a post in the grade pay of Rs.4200/- with eight years of regular service in the grade And b) Five years' experience in the relevant field</p>	
19.	CSSD Supervisor	Level-07 (Rs. 44900-142400)	<p>Officers of Central/State Govt./Autonomous/Statutory Organization holding analogous post on regular basis Or. CSSD Technician with five years of regular service in the Grade Pay of Rs.4200/-</p>	1
20.	Librarian (Grade-I) (Documentalist)	Level-07 (Rs.44900 - 142400)	<p>Officers under the Central/State /U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organization (i) Holding analogous post on regular basis or (ii) With 3 years regular service in the grade pay of Rs.4200/- in the relevant field and Possessing educational qualification given for Direct recruitment <b>Qualification:-</b> <b>Essential:-</b> (i) Bachelor's degree in Library Science or Library and information service from a recognized University/Institute Or B.Sc. Degree or equivalent from recognized university and Bachelor Degree or Post Graduate Diploma or Equivalent in Library Science from a recognized university or Institute And ii. Five years' experience in a library of repute iii. Ability to use computers- hands on experience in office applications spared sheets and presentations <b>Desirable</b> Diploma in computer applications from a recognized university/institute</p>	1
21.	Assistant Engineer (AC&R)	Level-07 (Rs. 44900-142400)	<p>Officers from Ministries /Departments of Government of India, CPWD, MES, BRO, DoT, State Government/Union Territories Engineering Services, and other engineering departments of the Central /State Statutory/Autonomous Bodies holding analogous post or with five years of regular service as Jr. Engineer</p>	1
22.	Senior Sanitation Officer	Level-07 (Rs.44900 - 142400)	<p>Officers working in 200 beded hospital of Central/State/U.T. Governments or Central Autonomous/Statutory/Local Self Government Bodies or Public Sector Undertakings. (i) Holding analogous posts on regular basis; or (ii) Holding a post in the grade of Rs. 4200/- with 5 years of regular services in the grade</p>	1



23.	Assistant Engineer for Vigilance Cell (Civil)	Level-07 (Rs.44900 - 142400)	Officers under the Central/State/U.T. Govts./ Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis Or, Jr. Engineer (Civil) with 5 years of regular service in the grade.	1
24.	Private Secretary	Level-7 (₹ 44900-142400)	Officers of the State/ Central Government or Central Statutory/ Autonomous Bodies holding analogous posts Or, with at least 5 years of regular service in the post with Grade Pay of Rs.4200/- or higher.	5
25.	Assistant Engineer (Civil)	Level-7 (₹44900-142400)	Officers under the Central/State/U.T. Governments/ Universities/Statutory/Autonomous Bodies or Research and Development Organization (i) Holding analogous posts on regular basis OR, (ii) Jr. Engineer (Civil) with 5 years of regular service in the grade.	1
26.	Assistant Account Officer	Level-7 (₹44900-142400)	Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies, Research and Development Organizations Holding analogous post on regular basis, Or Junior Accounts officer with five years of regular service in the grade pay of Rs.4200/-	2
27.	Assistant Administrative Officer	Level-7 (₹44900-142400)	Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies, Research and Development Organizations i) Holding analogous post on regular basis Or ii) With five years regular service in the grade pay of Rs.4200/- in the relevant field and possessing educational qualification given for direct recruitment <b>Essential</b> Degree from recognized university or its equivalent <b>Desirable</b> 1. MBA /PG diploma in Management from recognized Institute 2. Knowledge of Government Rules and Regulations 3. Proficiency in Computers	2
28.	Assistant Store Officers	Level-7 (₹44900-142400)	Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies .or Research and Development Organizations.	4



			<p>i) Holding analogous post on regular basis or</p> <p>ii) With five years regular service in the grade pay of Rs.4200/-</p>	
29.	Chief Pharmacist	Level-7 (₹44900-142400)	<p>Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies or Research and Development Organizations,</p> <p>i) Holding analogous post on regular basis</p> <p>Or</p> <p>ii) With 5 years regular service in the grade of Pharmacist Grade- I in the grade pay of Rs.4200/-</p>	1
30.	Laundry Manager	Level-6 (₹35400-112400)	<p>Officers working in a 200 bedded hospital of Central /State/UT Government or Central Autonomous/ Statutory/Local Self Government Bodies or Public Sector Undertakings</p> <p>a) (i) Holding analogous post on regular basis; or</p> <p>(ii) holding a post in the grade pay of Rs.2400/- with ten years of regular service in the grade</p>	1
31.	Manager /Supervisor/ Gas Officer	Level-7 (₹44900-142400)	<p>Official holding analogous post in Government Organization or holding post with eleven years of relevant experience in grade pay of Rs.2800/-</p>	1
32.	Office Superintendent	Level-6 (₹35400-112400)	<p>Officers under the Central/State/U.T. Governments/ Universities/Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>(i) Holding analogous posts on regular basis,</p> <p>OR,</p> <p>(ii) With 10 years regular service in the grade pay of Rs. 2400/- in the relevant field.</p>	2
33	Personal Assistant	Level-6 (₹. 35400-112400)	<p>Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies Research and Development Organizations</p> <p>(i) Holding analogous posts on regular basis.</p> <p>OR,</p> <p>(ii) With 10 years regular service in the grade pay of Rs. 2400/-</p>	6
34	Office Assistant (NS)	Level-6 (₹. 35400-112400)	<p>Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies , Research and Development Organizations</p> <p>i) Holding analogous post on regular basis</p> <p>Or</p> <p>ii) With ten years regular service in the grade pay of Rs.2400/- in the relevant field and possessing educational qualification for direct recruitment</p> <p>1. Degree of recognized university or equivalent</p> <p>2. Proficiency in computers</p>	14
35	Pharmacist Gr.I	Level-6 (₹. 35400-112400)	<p>Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies ,or Research and Development Organizations,</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) With six years regular service in the grade</p>	8



			Pharmacist Gr.II in the grade pay of Rs.2800/-	
36	Technical Assistant/ Technician	Level-6 (₹. 35400-112400)	Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies ,or Research and Development Organizations, i) Holding analogous post on regular basis, or ii) With ten years regular service in the grade pay of Rs.2400/- in the relevant field and possessing educational qualification for direct recruitment  Qualification <b>Essential:</b> (a) B.Sc. In Medical Lab Technology or equivalent (b) Five years' experience in the concern field (c) Diploma in medical lab technology or equivalent (d) Eight years' experience in the concern field Or (e) For post in Anaesthesia/Operation Theatre. B.Sc. in O.T Technician or equivalent with five years' experience in concern field (f) 10+2 with science with diploma in O.T Technician or equivalent with eight years' experience in concern field	15
37	Manifold Technician (Gas Steward)	Level-5 (Rs.29200 - 92300)	Officials holding analogous post in Government Organization or holding post with five years of relevant experience in the grade pay of Rs.2400/-	2
38	Senior Plumber	Pay Level-4 (Rs. 25500-81100)	Officers under the Central/State Governments, UT Administration or of Central Statutory/ Autonomous Bodies ,Holding analogous post or with eight years regular service as plumber in the grade & Rs.1900/-	4

#### **OTHER INFORMATION FOR THE CANDIDATES:**

- I. The number of posts is in tentative and is liable to change based on the Institute's requirement.
- II. The period of deputation will be for a period of three (3) years and extendable for a maximum period of seven years as per DoPT guidelines.
- III. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of posting of application.
- IV. The eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instruction as applicable.
- V. The officers who fulfill the above qualifications/eligibility criteria may submit their application in the prescribed proforma at Annexure-I through proper channel to the **Recruitment Cell, All India Institute of Medical Sciences, Phulwarisharif, Patna-801507** through Speed Post/Registered post only. Application received through any other medium will not be accepted.
- VI. No advance copy will be accepted.
- VII. The vigilance clearance should be strictly in the format given at **Annexure-II**. Vigilance clearance given in any other format and/or with some conditions will not be accepted under any circumstances and the applications will be rejected.





- VIII. For those who do not follow Central Government Pay Scales, the comparative chart regarding the Pay Scale granted to the official with Central Government pay scale, duly certified by their Finance/Accounts Department. should be submitted for scrutiny.
- IX. The envelope containing the application(s) should be superscripted "Application for the Post of \_\_\_\_\_ on Deputation Basis". While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfil the eligibility conditions. Duly attested photocopies of their up to date Confidential Reports/ APAR (at least for the latest 05 years) to be enclosed with the applications duly attested by the Officer of the rank of Under Secretary to Government of India. It may also be clearly stated that no vigilance/disciplinary proceedings are pending or contemplated against the candidates concerned. **Applications without Vigilance Clearance and attested copies of CR/APAR Dossiers will not be considered.**
- X. The last date for posting of completed application in the prescribed proforma along with required documents through proper channel is up to 30<sup>th</sup> day of publish of the advertisement of posts in Employment News/ Rojgar Samachar.
- XI. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training O.M. No.2/6/2018-Estt. (Pay-II) dated 18.05.2018, as amended from time to time.

Sd/-  
Executive Director  
AIIMS, Patna





	B) Experience	B) Experience				
	<b>Desirable</b>					
	A) Qualification	A) Qualification				
	B) Experience	B) Experience				
8.	<p>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.</p> <p>Note: Borrowing Department are to provide their specific comments/view confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicate in the Bio-data) with reference to the post applied.</p>					
9.	<p>Details of employments, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b></p>					
	<b>Office/Institution</b>	<b>Post held on regular basis</b>	<b>From</b>	<b>To</b>	<b>* Pay-Band and Grade Pay/Pay Scale of the post held on regular basis</b>	<b>Nature of Duties (in detail) highlighting experience required for the post applied for</b>
<p><i>* <b>Important:</b> 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 :</i></p>						
	<b>Office/Institution</b>	<b>Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme</b>	<b>From</b>		<b>To</b>	

10.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent)		
11.	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 organisation		
<p><b>Note-1 :</b> In case of Officers already on deputation, the applicants of such officers should be forwarded by the Parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>Note-2:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person in holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
13.	<p>Additional details about present employment :</p> <p>Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) University  f) Public Sector Undertaking  g) Others</p>		
14.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
15.	Do you follow Central Government Pay Scale?		YES/NO
16.	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.		
17.	Total emoluments per month now drawn (Attach latest salary slip)		
	Basic Pay	Pay Matrix and Level	Total Emoluments
18.	In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the organisation showing the following details may be enclosed. (Refer Para IX of Instruction)		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/ other allowances etc. (with break-up details)	Total Emoluments

19.	<p>A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>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)</p> <p><i>(Note: Enclose a separate sheet, if the space is insufficient.)</i></p>	
	<p><b>B) Achievements :</b></p> <p>The candidates are requested to indicate information with regard to :</p> <p>(i) Research publications and reports and special projects.</p> <p>(ii) Awards/Scholarships/Official Appreciation.</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Any research/innovative measure involving official recognition.</p> <p>(v) Any other information.</p> <p><i>(Note: Enclose a separate sheet, if the space is insufficient.)</i></p>	
20.	Whether belongs to SC/ST/OBC (if yes, please specify)	
21.	Contact Numbers	<p>1. Office : _____</p> <p>2. Residence : _____</p> <p>3. Mobile : _____</p> <p>4. E-mail address : _____</p>
22.	If selected, specify the minimum required joining time.	
23.	A short note of one Page (Approx. 100 words) giving brief of the areas of experience which will be of beneficial to AIIMS, Patna.	

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.

**Date:**

**(Signature of the Candidate)**

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification by the Employer / Cadre Controlling Authority**

1. 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 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)

**Countersigned**

**(Employer/Cadre Controlling Authority with Seal)**

**CHECKLIST**

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>YES/NO</b>
1	Envelope superscripted with Advertisement No. and Post applied for.	
2	Fully filled-up Application Form	
3	Vigilance Clearance (Refer Para VII of Advertisement as <i>Annexure-II</i> )	
4	5 years of APAR's duly attested (Refer Para IX of Advertisement)	
5	Comparative Pay Scale duly certified by Finance/Accounts Department in case of not following Central Government Pay Scale (Refer Para VIII of Advertisement)	
6	Short Note (Refer Para 23 of Application Form)	
7	Latest Salary Slip	