

File No.: Admn-15014/4/2021-ADMN-CIC

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

**Dated: 02.06.2026**

**Advertisement Circular**

**Subject:** Filling up 01 post of Registrar on Deputation (ISTC) basis in Central Information Commission.

The Central Information Commission invites applications from the eligible Officers of the Central Government or State Government or Union Territory Administrations or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or Recognised Research Institutions, Court or Tribunal for the post of Registrar in Level-13 in the pay matrix Rs. 123100-215900 (as per 7<sup>th</sup> CPC) on Deputation (including short-term contract) basis.

2. The Essential Qualifications are:

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

or

(ii) Officers with five years' service rendered after appointment to the post on a regular basis in Level-12 in the pay matrix (Rs.78800-209200) or equivalent in the Parent Cadre or Department; and

(B) Possessing the following Educational Qualifications and Experience, namely: -

(i) Essential: Bachelor Degree in Law from a recognised university or institute.

(ii) Desirable: Experience of two years in Legal or Judicial work.

**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 organisation or Department of the Central Government shall ordinarily not exceed five years.

**Note 2:** The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.

3. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per **Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt. (RR) dated 02.07.2015** to **Deputy Secretary (Admn), Room No. – 508, 5<sup>th</sup> Floor, Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067**. This proforma can be downloaded from Central Information Commission's website [www.cic.gov.in](http://www.cic.gov.in)
4. The envelope containing the application duly filled in and supported by all relevant documents should prescribe **“Application for the post of \_\_\_\_\_ on deputation basis.”**
5. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs for the last five years with each page duly attested by the officer not below the rank of Under Secretary to the GOI), Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.
6. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
7. The last date of receipt of application in the Commission is **60 days from the date of publication** of the advertisement in Employment News.

(Sonia Maheshwari)  
Deputy Secretary (Admn.)  
Tele: 011-26717354  
011-26105041  
E-mail Id: dsadmin-cic@cic.nic.in

## ANNEXURE-I

## BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)					
Contact No. & E-mail					
2. Date of Birth (in Christian era)					
3. i) Date of entry into service					
ii) Date of retirement under Central/State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
<b>Qualifications/Experience required</b>		<b>Qualifications/Experience possessed by the officer</b>			
Essential		Essential			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
Desirable		Desirable			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects 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.					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail highlighting experience required for the post applied for)

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:				
<b>Office/Institution</b>	<b>Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme</b>		<b>From</b>	<b>To</b>
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 organisation	
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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/ organisation</p>				
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				
<b>Basis Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>		

15. 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.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc. (with break-up details)	Total Emoluments
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: i) Research publications and reports and special projects ii) Awards/Scholarships/Official Appreciation iii) Affiliation with professional bodies/ institutions/ societies iv) Patents registered in own name or achieved for the organization v) Any research/innovative measure involving official recognition vi) Any other information		
17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis		
18. Whether belongs to SC/ST		

**Declaration:** I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

### Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

#### 2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 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

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(Employer/ Cadre Controlling Authority with Seal)