

**Central Information Commission**

2nd Floor, 'B' Wing  
August Kranti Bhavan  
Bhikaji Cama Place  
New Delhi – 110066

F.No.32/1/2015/CIC/Admn.

Dated: 05.04.2016

**LAST DATE EXTENDED UPTO 16.05.2016**

**FOR ADVERTISEMENT PUBLISHED IN  
EMPLOYMENT NEWS 20-26.02.2016**

**It is proposed to fill up the posts of Registrar in the Central Information Commission on deputation basis.**

**(FOR GOVERNMENT EMPLOYEES ONLY)**

Applications in the prescribed proforma, as per the Annexure-II are invited from eligible persons for filling up the following post in the Central Information Commission on deputation basis. The details of the post are as under:

**Group A**

1. Registrar,

The eligibility criteria, qualification and other particulars to be submitted with the application regarding the above post are given in Annexure-I.

2. It is requested that applications of such eligible persons, who are desirous of being considered for the post advertised and can be relieved immediately on selection, may be forwarded along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission by **16<sup>th</sup> of May, 2016**. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up to date APAR Dossiers, cadre clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained.

(S P Beck)  
Joint Secretary (Admn.)  
011-26102468

Copy to:

- 1) All Ministries/Departments of the Government of India as per standard distribution list etc.
- 2) Shri M.M. Maurya, Under Secretary (IR), Deptt. of Personnel & Training, North Block, New Delhi.
- 3) Sh. Rakesh Malik, Scientist 'E' NIC, CIC - for uploading on CIC website.

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**File No. 32/1/2015 /CIC/Admn****Dated: 05.04.2016****C I R C U L A R**

The Central Information Commission, quasi-judicial authority, requires Registrar on deputation basis. The required qualifications for the post have been indicated below.

**1. Name of the Post : Registrar**

- a) No. of Post(s) : 01 (One)
- b) Classification of the post : General Central Service Group 'A' Non-Ministerial.
- c) Scale of Pay : PB-4, Rs.37,400-67,000/- + Grade Pay Rs.10,000/-
- d) Eligibility : Officers under the Central Government or State Governments or Supreme Court or High Court or Tribunal.

- (A) (i) Holding analogous posts on regular basis in the parent cadre or department; or
- (ii) With two year's service in the grade rendered after appointment thereto on regular basis in the Pay Band-4, Rs.37400-67000/- plus grade pay of Rs.8900/- 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, Rs37400-67000/- plus Grade pay of Rs.8700/- 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.
- (ii) 15 Years work experience in a Group `A` post in a Court or Tribunal or Quasi Judicial Authority or Experience in Personnel and Administrative matters or experience relating to filing applications, scrutiny and interpretation of rules, regulations, instructions issued by the Government from time to time .

**(C) Duties attached to the post.**

For duties attached to the post, visits our website i.e. [www.cic.gov.in](http://www.cic.gov.in)

**GENERAL CONDITIONS:**

**Note: 1: 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 the Central Govt.**

shall ordinarily not to exceed Five years . The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

**Note 2:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the first day of January, 2006 the date from which the revised pay structure based on the sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

2. Application must be sent in the prescribed Performa (Annexure-II) to **Shri Sushil Kumar, Deputy Secretary (Admn), Central Information Commission, Room No.301, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066.**

3. Application duly filled in and supported by all relevant documents and envelop should be superscripted: **“Application for the post of Registrar on deputation.”**

4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs each page duly attested by the officer not below the rank of Under Secretary) for the last five years, 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.

5. The Officers selected will have the option to draw his/her grade pay plus deputation (duty) allowance or to have his/her pay fixed in the scale 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.

**6. The last date of receipt of application in the Commission is 16.05.2016.**

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**BIO-DATA PROFORMA**

Application for the post of

1. (a) Name of the Applicant :  
(in Block Letters) :
- Address: :  
(Office) :  
(Residence) :  
Telephone No. (Office) :  
(Residence) :
2. Father's / Husband's name :
3. Date of Birth (in Christian era) :  
and Age as on closing date of application :
4. Date of Entry in Govt. Service :
5. Date of retirement under Central Government Rule :
6. Educational/Professional Qualifications :
7. Present Post held :  
(a) Scale of Pay :  
(b) Present Pay :
8. Date of regular appointment to the post :
9. Post held (whether ad-hoc/regular/deputation) :
10. Brief service particulars and experience :

Period From	To	Post held on regular basis	Scale of Pay	Organization and Station served	Brief description of duties

11. Additional Information, if any which you would like to mention in support of your suitability for the post.
12. Date of return from last ex-cadre post, if any :
13. Whether belongs to SC/ST/OBC/PH :

Date:-

Signature of the applicant

**Certificate to be given by head of office of the Applicant**

- (i) It is certified that the particulars furnished by the official are correct.
- (ii) It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the vigilance angle.
- (iii) The service record of the officer has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- (iv) Certified that no Major/Minor Penalty has been imposed upon the official during the last 10 years as per service records.
- (v) Cadre Clearance

Date:

Signature of the sponsoring Authority  
with office seal