

File No. 2-8/WCCB/2023/H.C/Pt.file /1791

Dated: 11, March, 2024

VACANCY CIRCULAR

SUB: - Filling up of vacant post in Wildlife Crime Control Bureau – reg.

The Wildlife Crime Control Bureau (WCCB) is a multidisciplinary statutory body constituted under the Wild Life (Protection) Act, 1972, for combating organized wildlife crime in the country. The Bureau HQ is located in New Delhi and these vacancies are to be filled up on deputation basis for various offices of WCCB as indicated against each vacancy.

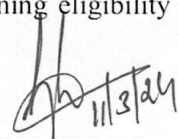
2. The following post are vacant at present:-

Head Constable = 01 posts

3. The eligibility criterion, classification of posts, location of vacancies and pay scale is enclosed as **Annexure-1**. The application form is enclosed as **Annexure-2**.

4. Head of Departments are requested to forward the applications of eligible and willing candidates whose services can be spared on deputation immediately on selection, to the Additional Director, Wildlife Crime Control Bureau, Trikoot -1, Bhikaji Cama Place, New Delhi - 110066. Applications in prescribed format should be submitted in duplicate and should be accompanied by the following documents /certificates:-

- Application in the prescribed format (**Annexure-2**) duly completed and signed by the candidate and countersigned by the competent authority.
 - Copies of the ACRs / APARs for the last 5 years duly attested on each page with seal.
 - Vigilance Clearance Certificate and Integrity Certificate duly issued by the competent authority in original
 - Major / Minor Penalty statement for past 10 years duly issued by the competent authority in original.
5. Application not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining eligibility of the candidates for selection.



(H.V. Girisha)
Additional Director
Wildlife Crime Control Bureau

Copy to:

- All Ministries/Departments of Government of India.
- The Chief Secretary/ Lt Governor/Administrator of all States/UTs
- The Principal Chief Conservator of Forest of all States/UTs.
- The Director General of Police of all States/UTs.
- The Director General BSF, SSB, ITBP, CRPF & CISF.
- All the Regional Deputy Directors, NR/WR/ER/SR/CR, WCCB.

ANNEXURE-1

Head Constable

- (i) Number of Post : 01 post
- (ii) Classification : General Central Service, Group 'C' Non-Gazetted,
Non- Ministerial
- (iii) Pay Scale : Level – 4 (Rs. 25,500-81,100/-)
- (iv) Method of Recruitment : Deputation
- (v) Field of Selection : Eligible officers of the Central Government of State
(as per RR) Governments or Union Territory, Forest and Wildlife
Department, Police Forces including Central Para-Military
Forces or Central Police Organizations, RPF, CBI & NCB.

Eligibility Criteria:

- (i) Holding analogous posts in the Pay Level – 4 (Rs. 25,500-81,100/-) or
- (ii) Having completed five years of service in the grade Pay Level -3 (Rs. 21,700-69100), on the post of Constable or analogues in the Central Government or State Governments or Union Territory, Forest and Wildlife Department, Police Forces including Central Para-Military Forces or Central Police Organizations, RPF, CBI & NCB and.
- (iii) Having two years of experience in intelligence, enforcement or investigation.

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 the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of receipt of applications.

Location:-

SRO, Kochi
HQ-01 posts



Wildlife Crime Control Bureau

वन्यजीव अपराध नियंत्रण ब्यूरो

GOVERNMENT OF INDIA
भारत सरकार

MINISTRY OF ENVIRONMENT
FORESTS AND CLIMATE CHANGE
पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय

फ़ाइल सं. 2-8/WCCB/2023/H.C/Pt.file /744

दिनांक: 11 मार्च, 2024

रिक्तियाँ विज्ञप्ति

विषय:- वन्यजीव अपराध नियंत्रण ब्यूरो में रिक्त पदों को भरने हेतु।

वन्यजीव अपराध नियंत्रण ब्यूरो एक सरकारी संस्था है, जिसकी स्थापना वन्यजीव संरक्षण अधिनियम, 1972, की धारा 38 (वाई) के अन्तर्गत की गई है। इस संस्था के गठन का उद्देश्य वन्यजीव से संबंधित सुनियोजित वन्यजीव अपराध की रोकथाम करना है। ब्यूरो का मुख्यालय नई दिल्ली में है एवं इसके पांच क्षेत्रीय कार्यालय दिल्ली, कोलकाता, मुम्बई, चेन्नई एवं जबलपुर में स्थित हैं। ब्यूरो के तीन उप-क्षेत्रीय कार्यालय गुवहाटी, अमृतसर एवं कोच्ची में हैं। इसकी सीमा इकाई मोरेह, नाथुला, मोतिहारी, गोरखपुर और रामनाथपुरम में है। ब्यूरो प्रतिनियुक्ति के आधार पर निम्नलिखित पदों के लिए नियुक्ति करना चाहता है:-

हेड कांस्टेबल

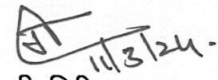
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2. पात्रता का मानदण्ड, पद का वर्गीकरण, रिक्ती स्थान और वेतनमान इत्यादि संलग्न परिशिष्ट -1 पर है। आवेदन प्रपत्र संलग्न परिशिष्ट -2 पर है।

3. विभागाध्यक्षों से अनुरोध है कि पात्र एवं इच्छुक प्रत्याशी की सेवायें प्रतिनियुक्ति हेतु चयानोपरांत तत्काल दी जा सकें उनके आवेदन पत्र अतिरिक्त निदेशक, वन्यजीव अपराध नियंत्रण ब्यूरो, त्रिकुट -1, भिकाजी कामा प्लेस, नई दिल्ली - 110066 को अग्रेषित किये जायें। आवेदन निर्धारित प्रपत्र पर दो प्रतियों में निम्नलिखित दस्तावेजों/ प्रमाणपत्रों सहित प्रस्तुत किये जाने चाहिए :-

- आवेदन निर्धारित प्रपत्र (परिशिष्ट -2) पर उचित रूप से पूर्ण, प्रत्याशी द्वारा हस्ताक्षरित, नियोक्ता प्राधिकारी द्वारा प्रतिहस्ताक्षरित।
- गत पांच वर्षों की वार्षिक गोपनीय रिपोर्ट की सत्यापित प्रतियाँ, जिनके प्रत्येक पृष्ठ मोहर सहित सत्यापित हो
- सक्षम अधिकारी द्वारा जारी किया गया सत्यनिष्ठा / ईमानदारी प्रमाणपत्र एवं सतर्कता प्रमाणपत्र के मूलप्रति।
- पिछले दस वर्ष के लिए गुरु / लघु दंड प्रमाणपत्र के मूलप्रति जो सक्षम प्राधिकारी द्वारा जारी किया गया हो।

आवेदन जिसमें उम्मीदवारों द्वारा दावा किए गए योग्यता और अनुभव के समर्थन में प्रमाण पत्र / दस्तावेज संलग्न नहीं होंगे, को चयन हेतु उम्मीदवार की पात्रता तय करने की प्रक्रिया में शामिल नहीं किया जाएगा।



(एच. वी. गिरिशा)

अतिरिक्त निदेशक

वन्यजीव अपराध नियंत्रण ब्यूरो

प्रतिलिपि :-

- समस्त मंत्रालय / विभाग, भारत सरकार।
- सभी राज्य / केंद्र शासित प्रदेशों के मुख्य सचिव / उप राज्यपाल / प्रशासक।
- सभी राज्यों / केन्द्र शासित प्रदेशों के पुलिस महानिदेशक / प्रधान मुख्य वन संरक्षक।
- महानिदेशक BSF, SSB, CISF, ITBP & CRPF
- सभी क्षेत्रीय उप निदेशक, उत्तरी क्षेत्र / दक्षिणी क्षेत्र / पूर्वी क्षेत्र / पश्चिमी क्षेत्र / मध्य क्षेत्र, वन्यजीव अपराध नियंत्रण ब्यूरो।



Wildlife Crime Control Bureau

वन्यजीव अपराध नियंत्रण ब्यूरो

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परिशिष्ट -I

हेड कांस्टेबल

- (i) पदों की संख्या : एक पद (01)
- (ii) वर्गीकरण : सामान्य केन्द्रीय सेवा, 'समूह -ग' अराजपत्रित, अननुसचिवीय
- (iii) वेतनमान : वेतन मैट्रिक्स में स्तर -4 (25,500 – 81,100 ₹)
- (iv) नियुक्ति की विधि : प्रतिनियुक्ति
- (v) चयन क्षेत्र : ऐसे अधिकारी जो केन्द्रीय सरकार या राज्य सरकार अथवा संघ राज्य क्षेत्र, वन और वन्यजीव विभाग, पुलिस बल जिसके अंतर्गत केन्द्रीय अर्ध-सैनिक बल या केन्द्रीय पुलिस संगठनों, रेलवे सुरक्षा बल, केन्द्रीय अन्वेषण ब्यूरो, स्वापक नियंत्रण ब्यूरो ।

नियुक्ति के मानदंड :-

- (I) जो मूल काडर या विभाग में सदृश पदधारण किए हुए वेतन स्तर -4 (25,500 – 81,100 ₹) हैं, या
- (II) ऐसे अधिकारी जिन्होंने केन्द्रीय सरकार या राज्य सरकार अथवा संघ राज्य क्षेत्र, वन और वन्यजीव विभाग, पुलिस बल जिसके अंतर्गत केन्द्रीय अर्ध-सैनिक बल या केन्द्रीय पुलिस संगठनों, रेलवे सुरक्षा बल, केन्द्रीय अन्वेषण ब्यूरो, स्वापक नियंत्रण ब्यूरो में आरक्षी (कांस्टेबल) सदृश पद पर वेतन स्तर -3 (21,700-69100 ₹) में पांच वर्ष की सेवा पूरी कर चुके हों।

और

- (III) जिसके पास आसूचना, प्रवर्तन या अन्वेषण में दो वर्ष का अनुभव हों।

प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि हैं पांच वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु- सीमा 56 वर्ष होगी।

प्रतिनियुक्ति का स्थान :-

SRO, Kochi

HQ-01 पद



Wildlife Crime Control Bureau

वन्यजीव अपराध नियंत्रण ब्यूरो

विज्ञापन संख्या -02/2024

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वन्यजीव अपराध नियंत्रण ब्यूरो, जिसकी स्थापना वन्यजीव संरक्षण अधिनियम, 1972 की धारा 38 (वाई) के अन्तर्गत की गयी है और जिसका उद्देश्य वन्यजीव से सम्बंधित सुनियोजित वन्यजीव अपराध की रोकथाम करना है, प्रतिनियुक्ति के आधार पर निम्नलिखित पदों के लिए नियुक्ति करना चाहता है :-

हेड कांस्टेबल

- (i) पदों की संख्या : एक पद (1)
- (ii) वर्गीकरण : सामान्य केन्द्रीय सेवा, 'समूह -ग' अराजपत्रित, अननुसचिवीय
- (iii) वेतनमान : वेतन मैट्रिक्स में स्तर -4 (25,500 – 81,100 ₹)
- (iv) नियुक्ति की विधि : प्रतिनियुक्ति
- (v) चयन क्षेत्र : ऐसे अधिकारी जो केन्द्रीय सरकार या राज्य सरकार अथवा संघ राज्य क्षेत्र, वन और वन्यजीव विभाग, पुलिस बल जिसके अंतर्गत केन्द्रीय अर्ध-सैनिक बल या केन्द्रीय पुलिस संगठनों, रेलवे सुरक्षा बल, केन्द्रीय अन्वेषण ब्यूरो, स्वापक नियंत्रण ब्यूरो।

नियुक्ति के मानदंड :-

- (I) जो मूल काडर या विभाग में सदृश पदधारण किए हुए वेतन स्तर -4 (25,500 – 81,100 ₹) हैं, या
- (II) ऐसे अधिकारी जिन्होंने केन्द्रीय सरकार या राज्य सरकार अथवा संघ राज्य क्षेत्र, वन और वन्यजीव विभाग, पुलिस बल जिसके अंतर्गत केन्द्रीय अर्ध-सैनिक बल या केन्द्रीय पुलिस संगठनों, रेलवे सुरक्षा बल, केन्द्रीय अन्वेषण ब्यूरो, स्वापक नियंत्रण ब्यूरो में आरक्षी (कांस्टेबल) सदृश पद पर वेतन स्तर -3 (21,700-69100 ₹) में पांच वर्ष की सेवा पूरी कर चुके हो।
और
- (III) जिसके पास आसूचना, प्रवर्तन या अन्वेषण में दो वर्ष का अनुभव हों।

प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि हैं पांच वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु- सीमा 56 वर्ष होगी।

प्रतिनियुक्ति का स्थान :-

SRO, Kochi
HQ-01 पद

अगले पृष्ठ पर.....



Wildlife Crime Control Bureau

वन्यजीव अपराध नियंत्रण ब्यूरो

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आवेदन के लिए निर्धारित प्रपत्र के लिए आवेदक wccb.gov.in में दिए गए रिक्तियाँ विज्ञप्ति को देख सकता है। आवेदन प्रपत्र जो आवेदक द्वारा हस्ताक्षरित और सक्षम अधिकारी द्वारा प्रतिहस्ताक्षरित हो, के साथ, सक्षम अधिकारी द्वारा जारी किया गया सतर्कता प्रमाणपत्र, सत्यनिष्ठा प्रमाणपत्र और 10 वर्ष के कठोर / लघुदंड प्रमाणपत्र के मूल प्रति शामिल होना चाहिए।

आवेदन पत्र के साथ संलग्न की जाने वाली दस्तावेजों की सूची :-

- (क) आवेदन प्रपत्र जो आवेदक द्वारा हस्ताक्षरित और सक्षम अधिकारी द्वारा प्रतिहस्ताक्षरित हो।
- (ख) विगत पांच वर्षों की सक्षम अधिकारी द्वारा प्रति हस्ताक्षरित गोपनीय रिपोर्ट।
- (ग) प्रतिनियुक्ति हेतु संबंधित विभाग का अनापत्ति प्रमाण पत्र।
- (घ) 10 वर्ष के गुरु / लघु दंड प्रमाणपत्र के मूल प्रति।
- (ङ) सक्षम अधिकारी द्वारा निर्गत सतर्कता एवं सत्यनिष्ठा प्रमाण पत्र।

निर्धारित प्रारूप में सभी तरह से पूर्ण आवेदन -पत्र इस विज्ञप्ति के प्रकाशन के 45 दिनों की अवधि के भीतर इस कार्यालय को निम्न पते पर भिजवाना सुनिश्चित करें।

अतिरिक्त निदेशक,
वन्यजीव अपराध नियंत्रण ब्यूरो,
ट्रिकूट -1, भिकाजीकामा प्लेस,
नई दिल्ली - 110066



Wildlife Crime Control Bureau

वन्यजीव अपराध नियंत्रण ब्यूरो

GOVERNMENT OF INDIA
भारत सरकार

MINISTRY OF ENVIRONMENT
FORESTS AND CLIMATE CHANGE
पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय

Advertisement No. 02/2024

Wildlife Crime Control Bureau (WCCB), a body established under Section 38 (Y) of the Wild Life (Protection) Act, 1972, with an objective to combat organized wildlife crime, would like to recruit suitable officers on deputation for the following posts, against the existing/future vacancies:

Head Constable

- (i) Number of Post : 01 posts
- (ii) Classification : General Central Service, Group 'C' Non-Gazetted, Non- Ministerial
- (iii) Pay Scale : Level – 4 (Rs. 25,500-81,100/-)
- (iv) Method of Recruitment : Deputation
- (v) Field of Selection : Eligible officers of the Central Government of State Governments (as per RR) or Union Territory, Forest and Wildlife Department, Police Forces including Central Para-Military Forces or Central Police Organizations, RPF, CBI & NCB.

Eligibility Criteria:

- (i) Holding analogous posts in the Pay Level – 4 (Rs. 25,500-81,100/-) or
- (ii) Having completed five years of service in the grade Pay Level -3 (Rs. 21,700-69100), on the post of Constable or analogues in the Central Government or State Governments or Union Territory, Forest and Wildlife Department, Police Forces including Central Para-Military Forces or Central Police Organizations, RPF, CBI & NCB and.
- (iii) Having two years of experience in intelligence, enforcement or investigation.

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 the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of receipt of applications.

Location:

SRO, Kochi
HQ-01 posts

Cont...p/2



Wildlife Crime Control Bureau

वन्यजीव अपराध नियंत्रण ब्यूरो

GOVERNMENT OF INDIA

भारत सरकार

MINISTRY OF ENVIRONMENT
FORESTS AND CLIMATE CHANGE

पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय

The eligible candidates may please refer to the vacancy circular and advertisement available in wccb.gov.in Application in the prescribed format duly completed and signed by the candidate and countersigned by the competent authority should be submitted along with copies of the ACRs or its equivalent document for the last 5 years duly attested on each page with seal, Vigilance Clearance Certificate and Integrity Certificate duly issued by the competent authority in original and Major / Minor Penalty statement for past 10 years duly issued by the competent authority in original.

Application not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining eligibility of the candidates for selection.

List of enclosures to be accompanied with the application:

- (i) Application in the prescribed format duly completed signed by the candidate and countersigned by the Appointing Authority.
- (ii) Attested copies of the ACRs /APARs for the last 5 years duly attested on each page with seal.
- (iii) Cadre Clearance Certificate.
- (iv) No Major / Minor Penalty Certificate for past 10 years.
- (v) Integrity Certificate.

Last date for receipt of completed application form in the prescribed format is 45 days from the date of publication of this advertisement. The application be sent to the following address:-

The Additional Director,
Wildlife Crime Control Bureau,
Trikoot-1, Bhikaji Cama Place,
New Delhi – 110066.

BIO – DATA CURRICULUM VITAE PROFORMA FOR THE POST OF HEAD CONSTABLE

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. 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)	
Qualifications / Experience required as mentioned in the advertisement / vacancy circular	Qualifications /experience possessed by the officer
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 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.	

7. Details of employment, in chronological order. **Enclosed 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 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

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 organization
<p>9.1 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.</p> <p>9.2 Note. Information under column 9© & (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 this parent cadre / organization</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		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. 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
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 The candidates are requested to indicate information with regard to: <ol style="list-style-type: none"> Research publications and reports and special projects Awards/Scholarships/Official appreciation Affiliation with the professional bodies / institutions /societies and; Affiliation with the professional bodies/institutions/ societies and; Patents registered in own name or achieved for the organization Any research /innovative measure involving official 		

recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officer under Central/State Governments are only eligible only for Short Term contract)	
# (the option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or Absorption" or "Re-employment")	
18. 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 suppressed/withheld.

(Signature of the candidates)

Address _____

Contact details -----

Date _____

Certification by the employer /Cadre Controlling Authority

This 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 qualification 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 duty 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)

Points to be noted by the Borrowing / Parent Department/ office to be highlighted in DOP&T Circular for compliance by the Ministry / Departments

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt(A) 14/12/2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No. 2/1/2012-Estt(Pay.II) dated 04/01/2013 may be strictly adhered to.
3. A copy of the application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/advertisement that the application /CB not accompanied by supporting certificates /documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of issue of the vacancy circular of this office.
7. To facilitate determination of eligibility of the applicants working I Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.