

IMMEDIATE

**No. A-12023/1/2016-Estt.
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
(Department of Consumer Affairs)**

Krishi Bhawan, New Delhi
Dated the, 15th February, 2016

To

1. All the Ministries/Departments of Govt. of India
2. The Chief Secretaries to all the State Governments/UTs
3. The Registrar, Supreme Court of India, New Delhi
4. The Registrars of all High Courts in India

Subject:- Filling up one post of Registrar in PB-4 (Rs.37,400-67,000) plus Grade Pay of Rs. 10,000/- in National Consumer Disputes Redressal Commission (NCDRC), New Delhi by composite method {Deputation(Including Short Term Contract)/Promotion} - regarding.

Sir,

I am directed to say that this Department proposes to fill up one post of Registrar in Pay Band-4 (Rs. 37,400-67,000) plus Grade Pay of Rs. 10,000/-, General Central Services, Group 'A' Gazetted, Non-Ministerial in National Consumer Disputes Redressal Commission(NCDRC), New Delhi under the administrative control of the Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution. The post is to be filled up by composite method [Deputation(Including Short Term Contract)/Promotion] from the officers under the Central Government or State Government or Supreme Court or any High Court or PSUs or Tribunals or Quasi-Judicial Authority. The details of eligibility criteria have been given in the Vacancy Advertisement (**enclosed herewith**).

2. It is requested that **applications of interested and eligible officers, who could be spared in the event of their selection, may be sent through proper channel in the prescribed proforma in triplicate along with their last 5-years' ACRs/APARs so as to reach the Under Secretary(Establishment), Room No. 456-A, Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution, Krishi Bhawan, New Delhi - 110001 within 60 days from the date of publication of advertisement for this post in the Employment News. Application received after the due date or found incomplete will not be considered. While forwarding the application, the sponsoring organization should verify and certify that the particulars furnished by the applicant are**

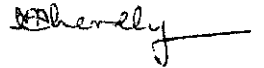
P.T.O.

correct. The following information/documents also need to be sent along with the application :-

- (a) Vigilance Clearance;
- (b) Integrity Certificate;
- (c) Major/Minor Penalty Statement during the last 10 years;
- (d) Photocopies of the ACRs/APARs of last 5 years duly attested of each page by an officer not below the rank of Under Secretary to the Govt. of India.

3. Applications not in the prescribed proforma and/or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major/minor penalties imposed during the preceding 10 years and the copies of ACRs/APARs of the last 5 years duly attested on each page are liable to be rejected summarily.

Yours faithfully,



(M.A. Chaudhury)

Under Secretary to the Govt. of India
Tel. No. 011-23381120

Encl :- As above.

Copy along with enclosures to :-

1. The Director General, Bureau of Indian Standards, New Delhi
2. The Director General, National Test House, Kolkata
3. The Registrar, NCDRC, New Delhi

F.No. A.12023/1/2016-Estt.
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs

Krishi Bhavan New Delhi
15 February 2016

Vacancy Advertisement

It is proposed to fill up one post of Registrar in the Pay Band-4 – Rs. 37,400 – 67000 + Grade Pay of Rs. 10,000/-, General Central Service, Group 'A' Gazetted, Non-Ministerial in National Consumer Disputes Redressal Commission (NCDRC), Delhi under the administrative control of the Department of Consumer Affairs in the Ministry of Consumer Affairs, Food and Public Distribution. The post is proposed to be filled up by composite method [Deputation (Including Short Term Contract)/ Promotion] from the officers under the Central Govt or State Government or Supreme Court or any High Court or PSUs or Tribunal or any Quasi- Judicial Authority:-

- (A)(I) Holding analogous posts on regular basis in the parent cadre or Department; or
- (II) With two years service in the grade rendered after appointment thereto on regular basis in the Pay Band-4, Rs. 37400-67000 + 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, Rs. 37400-67000 + Grade Pay of Rs. 8700 or equivalent in the parent cadre or Department; and
- (B) Possessing the following the Educational Qualification and Experience:
- (I) A Degree in Law from a recognised University, and
- (II) 15-years work experience in Group-A posts :-
- (a) In a Court or Tribunal or Quasi-judicial Authority; or
- (b) Experience in personnel and administrative matters and interpretation of rules, regulations, instructions issued by the Government from time to time.

Note 1:- The crucial date for determining eligibility will be 31st October, 2016 i.e. the date of arising vacancy of the post.

Note 2:- The Departmental Joint Registrar in Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8700 with 3-years regular service in the grade would also be considered alongwith outsiders and in case, he is selected, the post will be deemed to have been filled by promotion.

Note 3:- The period of deputation including the period of deputation in another Ex-cader post held immediately preceding this appointment in the same or some other organizations or Department of the Central Government shall not ordinarily exceed 5-years.

....2/-

The maximum age limit for appointment by deputation shall not be exceeding 56-years as on the closing date of receipt of application

2. The duties attached to the post of Registrar are as under:

(I) To supervise all the State Commissions & call for periodical reports on institution and disposal and pendency of cases.

(II) To issue instructions regarding adoption of uniform procedure for hearing the cases, completion of pleadings and supply of copies of documents.

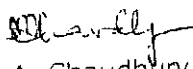
(III) To ensure implementation of objects of the Consumer Protection Act 1986 without interfering in Quasi-Judicial freedom.

3. Officers selected will have the option to draw his Grade Pay + deputation duty allowance or to have his pay fixed in the scale of pay of the post in accordance with DOP&T's OM No. 6/8/2009-Estt. (Pay-II) dated 17th June, 2010 as amended from time to time.

4. **Applications of interested and eligible officers, who could be spared in the event of their selection may be sent through proper channel in the prescribed proforma in triplicate alongwith their last 5-years annual Confidential Reports / APARs so as to reach the Under Secretary (Estt.), Room No. 456-A, Deptt. of Consumer Affairs, Krishi Bhavan, New Delhi within 60-days from the date of publication of this advertisement in the Employment News. Application received after the due date or found incomplete will not be considered.** While forwarding the application, the sponsoring organisation should verify and certify that the particulars furnished by the Applicant are correct. The following information / documents also need to be sent alongwith the application:-

- (i) Vigilance Clearance
- (ii) Integrity Certificate
- (iii) Major / Minor Penalty Statement during the last 10-years.
- (iv) Photocopies of the ACRs / APARs of last 5-years duly attested of each page by an officer not below the rank of Under Secretary in the Govt. of India.

5. Applications not in the prescribed proforma and / or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major / minor penalties imposed during the preceding 10-years and upto date ACRs/ APARs dossiers duly attested on each page are liable to be rejected summarily.


(M.A. Chaudhury)
Under Secretary (Estt.)
Tel: 2338 11 20

CURRICULUM VITAE PRO FORMA

1	Name and Address (in Block Letters)					
2	Date of Birth (in Christian era)					
3	Date of retirement under Central State Government rules					
4	Educational Qualification					
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	Qualifications / Experience possessed By the officer		
Essential			(1)			
			(2)			
			(3)			
Desired			(1)			
			(2)			
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.....					
8	Officer/ Institution	Post held	From	to	Scale of pay and basic pay	Nature of duties (in detail)
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 / organisation to which you belong					
10	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 Organisation
- (d) Government Undertaking
- (e) Universities
- (f) Others

11 Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

12 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

13 Total emoluments per month now drawn

14 Additional information if any which you would like to mention 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)

15 Please state whether you are applying for deputation (ISTC) / absorption / Re-employment Basis. (Officers under Central / State Governments are only eligible for 'Absorption'. Candidates of non-Government Organisations are eligible only for Short Term Contract.)

16 Whether belongs to SC/ST

17 Remarks

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / institutions/ societies and (iv) any other information.

(NOTE: Enclose a separate sheet if the

space is insufficient.)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post

Signature of the Candidate

Date

Address _____

Certificate to be furnished by the Employer/Head of the Office/Forwarding Authority

Certified that the particulars furnished by Shri/Smt./Kum. are correct and he/she possesses the required educational qualifications and experience mentioned in the vacancy circular

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her
- (ii) His/her complete ACR dossier/ACRs for the last 5-years duly attested (on each page) by an officer of the rank of Under Secretary to the Govt. of India are enclosed.
- (iii) His/Her integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10-years/ list of major / minor penalties imposed on him/her during the last 10-years is enclosed.

Date:

Place:

Signature

Name and Designation.....

With Seal.....