

**NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION  
GOVERNMENT OF INDIA**

Telephone No.011-24608718

Upbhokta Nyay Bhawan  
'F' Block, GPO Complex  
INA, New Delhi-110023

File No. A-2/Recruitment/NCDRC/2022 (Vol.IV)

16<sup>th</sup> October, 2024

To

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



**Subject:- Filling up one post of the Deputy Registrar in Pay Matrix Level-12 (₹78800-209200) in the National Consumer Disputes Redressal Commission (NCDRC), New Delhi by composite method (deputation/promotion) - regarding.**

Sir/Madam,

I am directed to say that it is proposed to fill up one post of the Deputy Registrar, in Pay Matrix Level-12 (₹78800-209200), in the National Consumer Disputes Redressal Commission (NCDRC), New Delhi. NCDRC is a statutory body established under the provisions of the Consumer Protection Act, 1986 as amended in 2019. The post is to be filled up by composite method (deputation/promotion) from the officers under the Central Government or State Government or autonomous or statutory organizations or Supreme Court or High Courts or Public Sector Undertakings. ***The details of the eligibility criteria are detailed in the advertisement for filling up the aforesaid post, which is enclosed herewith.***

2. It is requested that applications of the 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 duplicate) along with their last 5-years' APARs so as to reach the Registrar, National Consumer Disputes Redressal Commission, Upbhokta Nyay Bhawan, 'F' Block, GPO Complex, INA, New Delhi - 110023 within 45 (Forty Five) days from the date of publication of the advertisement for this post in the Employment News. **Application received after the due date or found incomplete shall not be considered and shall be summarily rejected.**

3. While forwarding the application, the sponsoring organization should verify and certify that the particulars furnished by the applicant are correct. The following information/documents also need to be sent along with the application:-

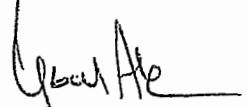


- (a) Cadre Clearance;
- (b) Vigilance Clearance keeping in view the instructions contained in DoP&T's O.M.s No. 14017/101/91-Estt.(RR) dated 14.07.1993 and No. 11012/11/2007-Estt.(A) dated 14.12.2007;
- (c) Integrity Certificate;
- (d) Major/Minor Penalty Statement imposed during the last 10 years; and
- (e) Photocopies of the 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.

4. 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 APARs of the last 5 years duly attested on each page are **liable to be rejected summarily.**

Encl.:- As above.

Yours faithfully,



(Iqbal Ahmed)  
Joint Registrar

Tel. No. 011-24608718

Copy along with enclosures to:-

1. The Deputy Secretary (CPU), Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution, Krishi Bhawan, New Delhi-110001 for wide circulation please.
2. The Section Officer (IT), NCDRC for uploading the advertisement on the website of NCDRC.

High Co: of J&K and Ladakh  
Main W: Jammu/Srinagar

Received from

No. 7725/45

Dated 30/10/2024

Signature

Name

**NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION  
GOVERNMENT OF INDIA**

Telephone No.011-24608718

Upbhokta Nyay Bhawan  
'F' Block, GPO Complex  
INA, New Delhi-110023

File No. A-2/Recruitment/NCDRC/2022 (Vol.IV)

16<sup>th</sup> October 2024

**Advertisement**

It is proposed to fill up one post of the Deputy Registrar in Pay Matrix Level-12 (₹78800-209200) in the National Consumer Disputes Redressal Commission (NCDRC), New Delhi. NCDRC is a statutory body established under the provisions of the Consumer Protection Act, 1986 as amended in 2019. The post is to be filled up by composite method (Deputation/promotion] from the officers under the Central Government or the State Government or autonomous bodies or statutory organizations or Public Sector Undertakings or the Supreme Court or High Courts:-

- (a)(i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the level-11 (₹67700-208700) in pay matrix or equivalent in the parent cadre or department; and
- (b) Possessing a Degree in Law from a recognized University.

Note 1:- The departmental Assistant Registrar in level-11 (₹67700-208700) in pay matrix with five years of regular service in the grade shall also be considered along with outsiders and in case, he is selected, the post will be deemed to have been filled by promotion.

Note 2:- 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 organization or department of the Central Government shall not ordinarily exceed three years.

Note 3:- The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of application.

3. The duties attached to the post of Deputy Registrar are as under:-

- (i) To assist the Registry in supervising all the State Commissions & call for periodical reports on institution and disposal and pendency of cases;

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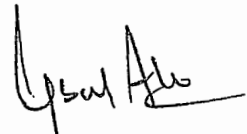
- (ii) To assist the Registry in issuance of instructions regarding adoption of uniform procedure for hearing the cases, completion of pleadings and supply of copies of documents;
- (iii) Any other duties assigned to him/her by the Registrar/ Joint Registrar, NCDRC

3. The terms and conditions of the service of the officer selected for appointment to the post of Deputy Registrar, NCDRC on deputation basis shall be regulated in terms of the statutory rules notified in this regard, if any, and in the absence of such statutory rules, in terms of the existing instructions issued on the matter by the Central Government 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 (Annexure - I) (in duplicate) along with their last 5-years' Annual Performance Appraisal Reports so as to reach the Registrar, National Consumer Disputes Redressal Commission, Upbhokta Nyay Bhawan, 'F' Block, GPO Complex, INA, New Delhi - 110023 within 45 (Forty Five) days from the date of publication of the advertisement for this post in the Employment News. Application received after the due date or found incomplete shall not be considered and shall be summarily rejected. 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 along with the application:-**

- (i) Cadre Clearance;
- (ii) Vigilance Clearance keeping in view the instructions contained in DoP&T's O.M.s No. 14017/101/91-Estt.(RR) dated 14.07.1993 and No. 11012/11/2007- Estt.(A) dated 14.12.2007;
- (iii) Integrity Certificate;
- (iv) Major/ Minor Penalty Statement imposed during the last 10-years; and
- (v) Photocopies of the 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 last 10 years and upto date APARs dossiers for the last 5 years duly attested on each page are **liable to be rejected summarily.**



(Iqbal Ahmed)  
Joint Registrar  
Tel. No. 011-24608718



ANNEXURE-I

BIO-DATA / CURRICULUM VITAE PROFORMA

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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
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.	

7. Details of Employment, in chronological order. Enclose a separate sheet as duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Level in pay matrix/ 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:** Level in pay matrix/ Pay Band and Grade Pay granted under ACP/ MACP are personal to the officer and, therefore, should not be mentioned. Only Level in pay matrix/ Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Level in pay matrix where such benefits have been drawn by the candidate, may be indicated as below:

Office/ Institution	Pay & Level in pay matrix 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/ organisation 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/ organization</p>								
<p>10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.</p>								
<p><b>11. Additional details about present employment:</b> 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) Universities f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder Grade.</p>								
<p>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.</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1"> <thead> <tr> <th>Basic Pay</th> <th>Level in pay matrix</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay	Level in pay matrix	Total Emoluments			
Basic Pay	Level in pay matrix	Total Emoluments						
<p><b>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.</b></p> <table border="1"> <thead> <tr> <th>Basic Pay with Scale of Pay and rate of increment</th> <th>Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)	Total Emoluments						
<p><b>16.A Additional information</b>, 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</p>								

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**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 the 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) The photocopies of his/her ACRs/APARs 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).

Counter signed

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(Employer/ Cadre Controlling Authority with Seal)



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**Points to be noted by the Sponsoring Organizations while forwarding the application of the candidate for appointment on deputation to the post of Deputy Registrar, NCDRC**

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) dated 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.11) dated 04.01 .2013 may be strictly adhered to.
3. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates will not be processed for determining the eligibility of the candidates for the selection.
4. The crucial date for determining eligibility will be the closing date of receipt of application.
5. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the lending organization.

File No.A-11016/04/2024-CLS-II(E)  
Government of India  
Ministry of Labour and Employment

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Shram Shakti, Bhawan, Rafi Marg,  
New Delhi-110001  
Dated, the 15<sup>th</sup> October, 2024

**Vacancy Circular**

Subject: - Selection for the posts of Presiding Officer in National Industrial Tribunal –reg.

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1. **Tribunal:-** The National Industrial Tribunals are authorities established under Section 7B of the Industrial Dispute Act,1947 to (i) adjudicate the industrial disputes which, in the opinion of the Central Government, involve questions of national importance or are of such a nature that industrial establishments situated in more than one State are likely to be interested in, or affected by, such disputes and (ii) appeals under the Employees Provident Fund and Miscellaneous Provisions Act,1952. A Presiding Officer, upon selection, may be posted at National Industrial Tribunals situated at Mumbai..

2. **Vacancy:-** Applications are being invited for the following vacancies in various NITs:

S.N.	Post	Place	Date of vacancy
1	Presiding Officer	Kolkata	05.05.2025

3. **Qualification:-** The post can be held by a person who is, or has been, a Judge of a High Court. The pay attached to the post of Presiding Officer of National Industrial Tribunal, is Rs.2,25,000/- (fixed) per month. Other terms and conditions of the appointment of a candidate will as prescribed from time to time by Government. No person shall be appointed to, or continue in the office of Presiding Officer of National Tribunal, if he has attained the age of 65 years

4. **Procedure for selection:** - The Search-cum-Section Committee constituted under the Tribunal Reforms Act 2021 for recommending names for appointment to the post of Presiding Officer, shall scrutinise the applications with respect to suitability of applicants for the said posts by giving due weightage to qualification and experience of candidates and shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the Committee based on the qualification, experience and personal interaction.

5. **Application Procedure:-** Applications of eligible and willing officers are requested through Registrar, High Court/ Ministry of Law and Justice and should be accompanied with (i) bio-data in the prescribed proforma at Annexure-I (ii) Certificate to be furnished by the employer/ head of office/ forwarding authority as in Annexure-II (iii) clear photocopies of the up-to-date CR/APAR dossier of the officer containing CRs/APARs of at least last five years duly attested by a Group A officer (iv) cadre clearance (v) integrity certificate/clearance from vigilance and disciplinary angle as in Annexure-III (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years, to the following address, so as to reach this office latest by 5.30 P.M. on 29<sup>th</sup> November, 2024 :-

Sh. S. R. Datta, Deputy Secretary, Room No. 318, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.

6. No TA/DA will be admissible to the candidates to be called for interview/interaction. The candidates are required to make own arrangements.

7. Advertisement and Prescribed application form can be downloaded from Ministry's website ([www.labour.gov.in](http://www.labour.gov.in)). **The advertisement is also forwarded to the Registrar General of all High Courts and Department of Justice, Ministry of Law and Justice, for onward transmission and publicity.**

8. Any application received after due date or incomplete application will not be entertained.

Wide publicity may be given in all organizations and their field formations to facilitate early and optimum number of application.

  
15/10/2024  
(S. R. Datta)

Deputy Secretary to the Govt. of India

To

(i) Registrar General of all High Courts, with a request to notify all the retired judicial officers of your concerned High Court about the vacancy and **to ensure that the applications (serving as well as retired) are routed through the Registrar General of respective High Courts only as per the directions of the Chairperson of the Search-cum-Selection Committee.**

(ii) Department of Justice, Ministry of Law and Justice, Jaisalmer House, Man Singh Road, New Delhi

(iii) IT Cell, MoLE for uploading the vacancy circular on the website of the Ministry.

PROFORMA

Space for  
photograph  
duly signed  
by candidate

1. Name :

2. Date of Birth :

3. Category(SC/ST/OBC/UR) :

4. Designation/Profession :

5. Contact Details:

	Residential		Official
	Present	Permanent	
Address:			
Mobile/Phone No.			
Email:			

6. Service to which belong :

7. Educational qualification (in reverse chronological order):

Sl. No.	Name of University/Equivalent Institution	Degree	Year of Passing	Division/% of marks obtained	Academic Distinction	Subject/Specialization

8. Work Experience:

8A. For the experience as employee, Employment record in chronological order starting with present Employment, list in reverse:

Sl. No.	Name & address of High Court	Designation, Pay or Scale of (pay in Pay Matrix)	Period of Service		Nature of work/experience
			From	To	

9. Date from which drawing the pay scale :  
in the grade of High Court Judge/ District Judge/Additional District Judge.

**CERTIFICATE TO BE FURNISHED BY FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt/Kum-----  
are correct and he/she possesses educational qualifications and experience mentioned in Annexure-I.
2. It is also certified that there is no vigilance/ disciplinary case either pending or being contemplated  
against him/her and vigilance clearance issued by CVO in the enclosed Annexure (III).
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt/Kum-----  
during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APAR of last years (each Photostat copy of  
ACR/APAR should be attested) in respect of Shri/Smt/Kum-----  
in enclosed herewith.

Seal & Signature of the cadre controlling Authority

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**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer (in full) :
2. Fathers name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer belongs :  
including batch /year/ cadre etc. ,  
wherever applicable
7. Positions held (During ten preceding years):

S.No.	Organisation (name in full)	Designation & Place of Posting	Name of the Court	From	To

8. Whether the officer has been placed on :  
the agreed list or list of Officer of  
Doubtful Integrity (if yes, details to be given)
9. Whether any allegation of misconduct :  
Involving vigilance angle was examined  
against the officer during the last 10  
Years and if so with what result (\*)
10. Whether any punishment was awards to :  
the officer during the last 10 years and if  
so, the date of imposition and details of  
penalty (\*)
11. Is any disciplinary/ criminal proceedings :  
or charge sheet pending against the officer as on date (if so, details to be  
furnished, including reference number,  
if any of the Commission)
12. Is any action contemplated against the :  
Officer as on date (if so, details to be  
furnished (\*)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter,

Date:

(NAME AND SIGNATURE)

(\* If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter,

Date:

(NAME AND SIGNATURE)

\*\*\*\*\*

Shram Shakti, Bhawan, Rafi Marg,  
New Delhi-110001

Dated, the 15<sup>th</sup> October, 2024

**Vacancy Circular**

**Subject: - Selection for the posts of Presiding Officer in Central Government Industrial Tribunal-cum-Labour Court –reg.**

\*\*\*\*\*

1. **Tribunal:-** The Central Government Industrial Tribunal-cum-Labour Courts are authorities established under the Industrial Disputes Act, 1947 to adjudicate (i) the industrial disputes relating to any matter, whether specified in the Second Schedule or the Third Schedule (and for performing such other functions as may be assigned to them under the Act) and (ii) appeals under the Employees Provident Fund and Miscellaneous Provisions Act, 1952. A Presiding Officer, upon selection, may be posted in any Industrial Tribunal established under Industrial Disputes Act, 1947.

2. **Vacancy:-** Applications are being invited for the following vacancies and likely vacancies that may arise by end of the year 2024 in various CGIT-cum-LCs:-

S. No.	Post	Place	Date of Vacancy
1	Presiding Officer	Ernakulam	19.08.2022

3. **Qualification:-** The qualification, eligibility, salary and other terms and conditions for the appointment of a candidate will be governed by the provisions of the Tribunal Reforms Act, 2021 & Tribunal (Conditions of Service) Rules, 2021. **The length of service as per eligibility criteria will be reckoned as on the last date of receiving applications as per this vacancy circular. Pay of the selected candidates will be regulated as per Rule 10(3) of the Tribunal (Conditions of Service) Rules, 2021 and DoPT's OM No. 3/3/2016-Estt(Pay II) dated 01.05.2017. As per the Tribunal (Conditions of Service) Amendment Rules, 2023 - Notwithstanding anything contained in rule 3, a person holding or has held the post of Chairperson or Member, as the case may be, of any Tribunal shall be eligible for re-appointment.**

4. **Procedure for selection: -** The Search-cum-Section Committee constituted under the Tribunal Reforms Act 2021, for recommending names for appointment to the post of Presiding Officer, shall scrutinise the applications with respect to suitability of applicants for the said posts by giving due weightage to qualification and experience of candidates and shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the Committee based on the qualification, experience and personal interaction.

(Tribunal Reforms Act, 2021 & Rules made thereunder can be accessed from the link <https://dor.gov.in/sites/default/files/act.pdf> & <https://dor.gov.in/sites/default/files/rules.pdf> respectively.)



5. **Application Procedure:-** Applications of eligible and willing officers are requested through Registrar, High Court/ Ministry of Law and Justice and should be accompanied with (i) bio-data in the prescribed proforma at **Annexure-I** (ii) Certificate to be furnished by the employer/ head of office/ forwarding authority as in **Annexure-II** (iii) clear photocopies of the up-to-date CR/APAR dossier of the officer containing CRs/APARs of at least last five years duly attested by a Group A officer (iv) cadre clearance (v) integrity certificate/clearance from vigilance and disciplinary angle as in **Annexure-III** (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years, to the following address, so as to reach this office latest by 5.30 P.M. on **29<sup>th</sup> November, 2024**.


Sh. S. R. Datta, Deputy Secretary, Room No. 318, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.

6. No TA/DA will be admissible to the candidates to be called for interview/interaction. The candidates are required to make own arrangements.

7. Advertisement and Prescribed application form can be downloaded from Ministry's website ([www.labour.gov.in](http://www.labour.gov.in)). **The advertisement is also forwarded to the Registrar General of all High Courts and Department of Justice, Ministry of Law and Justice, for onward transmission and publicity.**

8. Any application received after due date or incomplete applications will not be entertained.

Wide publicity may be given in all organizations and their field formations to facilitate early and optimum number of application.

  
15/10/2024  
(S. R. Datta)

Deputy Secretary to the Govt. of India

To

(i) Registrar General of all High Courts, with a request to notify all the retired judicial officers of your concerned High Court about the vacancy and to **ensure that the applications (serving as well as retired) are routed through the Registrar General of respective High Courts only as per the directions of the Chairperson of the Search-cum-Selection Committee.**

(ii) Department of Justice, Ministry of Law and Justice, Jaisalmer House, Man Singh Road, New Delhi

(iii) IT Cell, MoLE for uploading the vacancy circular on the website of the Ministry.

**PROFORMA**

Space for photograph duly signed by candidate
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1. Name :
2. Date of Birth :
3. Category(SC/ST/OBC/UR) :
4. Designation/Profession :
5. Contact Details:

	Residential		Official
	Present	Permanent	
Address:			
Mobile/Phone No.			
Email:			

6. Service to which belong :

7. Educational qualification (in reverse chronological order):

Sl. No.	Name of University/Equivalent Institution	Degree	Year of Passing	Division/% of marks obtained	Academic Distinction	Subject/Specialization

8. Work Experience:

8A. For the experience as employee, Employment record in chronological order starting with present Employment, list in reverse:

Sl. No.	Name & address of High Court/ District Court	Designation, Pay or Scale of (pay in Pay Matrix)	Period of Service		Nature of work/experience
			From	To	

9. Date from which drawing the pay scale :  
in the grade of High Court Judge/  
District Judge/Additional District Judge.

10. Write up on adjudicating experience :  
of the applicant (200 words)  
[Wherever applicable]

11. Experience alongwith brief write up in handling :                      Details of Such cases  
Cases before relevant to labour disputes                      (Reported Cases/Unreported Cases)

12. Annual Income along with copy of :  
latest ITR [For Candidates other than Govt. or Judicial Officers]

13. Write up on 05, major achievement :  
(200 words each)

14. Awards/honours/Publications, if any :

15. Affiliation with the professional bodies/ :  
Institutions/societies/or any other body  
Including political party.

16. Additional information, if any, which :  
You would like to mention in support  
of the application for the post.

DECLARATION

1. I certify that the foregoing information is correct and complete to the best of knowledge and belief and nothing has been concealed/distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.

2. I shall not withdraw my candidature after the meeting of the Selection Committee.

3. I shall not decline the appointment, if selected for appointment by the ACC.

4. I shall join within 30 days from the date of issue of order of appointment.

5. I am aware that in case I violate any of the conditions mentioned at SI.No.2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Place:

Date:

Signature of the candidate

**CERTIFICATE TO BE FURNISHED BY FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt/Kum-----  
are correct and he/she possesses educational qualifications and experience mentioned in Annexure-I.
2. It is also certified that there is no vigilance/ disciplinary case either pending or being contemplated  
against him/her and vigilance clearance issued by CVO in the enclosed Annexure (III).
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt/Kum-----  
during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APAR of last years (each Photostat copy of  
ACR/APAR should be attested) in respect of Shri/Smt/Kum-----  
in enclosed herewith.

Seal & Signature of the cadre controlling Authority

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**Annexure-III**

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING  
SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer (in full) :

2. Fathers name :

3. Date of Birth :

4. Date of Retirement :

5. Date of entry into service :

6. Service to which the officer belongs :  
including batch /year/ cadre etc. ,  
wherever applicable

7. Positions held (During ten preceding years):

S.No.	Organisation (name in full)	Designation & Place of Posting	Name of the Court	From	To

8. Whether the officer has been placed on :  
the agreed list or list of Officer of  
Doubtful Integrity (if yes, details to be given)

9. Whether any allegation of misconduct :  
Involving vigilance angle was examined  
against the officer during the last 10  
Years and if so with what result (\*)

10. Whether any punishment was awards to :  
the officer during the last 10 years and if  
so, the date of imposition and details of  
penalty (\*)

11. Is any disciplinary/ criminal proceedings :  
or charge sheet pending against the officer as on date (if so, details to be  
furnished, including reference number,  
if any of the Commission)

12. Is any action contemplated against the :  
Officer as on date (if so, details to be  
furnished (\*)

(\* If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter,

Date:

(NAME AND SIGNATURE)