ADVERTISEMENT NO. 02/2019

North Eastern Regional Institute of Water and Land Management (NERIWALM), Dolabari, Tezpur, P.O. – Kaliabhomora – 784 027 (Assam)

(A Registered Society registered under Societies Registration Act 1860 and the administrative control of the Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India).

Applications for the following posts are invited from the eligible candidates in prescribed format alongwith all necessary documents and testimonials for the following posts to "The Director, NERIWALM, Dolabari, Tezpur, P.O.- Kaliabhomora – 784 027 (Assam)" in registered/speed post on or before 2 (two) months from the date of publication of the advertisement in the Employment News. Details in regarding application format, eligibility, qualification etc., may be found in website www.neriwalm.gov.in.

SI No.	Name of the post	No. of post	Category as per Reservation Roster	Mode of appointment
1.	Professor (Agriculture)	01	UR	Deputation
2.	Professor (Social Science)	01	UR	Deputation
3.	Associate Professor (Agriculture)	01	UR	Deputation
4.	Associate Professor (Social Science)	01	UR	Deputation
5.	Associate Professor (Water Resources Engineering)	01	UR	Deputation
6.	Assistant Professor (Social Science)	01	UR	Deputation
7.	Assistant Professor (Water Resources Engineering)	01	UR	Deputation
8.	Deputy Director (Administration)	01	UR	Deputation
9.	Superintendent	01	UR	Deputation

(U.M. Hazarika)
Deputy Director (Admin.)

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TEZPUF

उप निदेशक (प्रशासन) / Deputy Director (Administration) पूर्वीत्तर क्षेत्रीय जल तथा भूमि प्रव**धन संस्थान, तेजपुर** North Eastern Regional Institute of Water and Land Management, Tezpur Phones: 03712 - 268107/268077

Fax: +91 (03712) 268007 website: www neriwalm.gov.in





Dolabari P.O. Kaliabhomora Tezpur – 784 027, Assam (India)

NORTH EASTERN REGIONAL INSTITUTE WATER AND LAND MANAGEMENT

(An Institute under the Ministry of Water Resources, River Development and Ganga Rejuvenation, Govt. of India) (Registered under the Societies Registration Act, 1860)

No. NRWM/ADM/Recruitment/378/2017-18/ § 77/

Dated: 22.01.2019

OFFICE MEMORANDUM

Sub: Filling up the post of various posts in North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur, Assam by Deputation.

Applications are invited from eligible candidates for the post of Professor (Agriculture)-01, Professor (Social Science)-01, Associate Professor (Social Science)-01, Associate Professor (Water Resources Engineering)-01, Assistant Professor (Social Science)-01, Assistant Professor (Water Resources Engineering)-01, Deputy Director (Admin.)-01, and Superintendent-01 in prescribed formats, as per eligibility & qualification, alongwith all necessary documents and testimonials. Interested officials may send their applications to "The Director, NERIWALM, Dolabari, Tezpur, P.O.- Kaliabhomora- 784027 (Assam)" by registered/speed post on or before 2 (two) months from the date of publication of the advertisement in the Employment News.

A. Professor (Agriculture) - 1(one) post

- 1. One post of Professor (Agriculture), in the Pay Scale of (Rs. 123100 215900 (L-13) in Pay Matrix (as per 7th CPC) is required to be filled up by Deputation from amongst Officers under the Central Government/State Government/Public Sector Undertakings/Semi Government/ Statutory/ Autonomous Organizations/Societies.
 - (a) Holding analogous post on regular basis in pay scale (Rs. 123100 215900 (L-13)

(b) With 5 years regular service in posts in pay scale Rs. 78800 - 209200 (L-12) in present cadre/Department

(c) With 10 years regular service in posts in pay scale Rs. 67700 – 208700 (L-11) in present cadre / Department.

AND

2. Possessing following qualifications:

a) Essential

- i) Master Degree in Agricultural Science with specialization in Agronomy/Crop Physiology/Crop Pathology/Horticulture/Soil Science or equivalent Master Degree in Agricultural Sector with Ph.D. in area related subjects with good published works.
- ii) 5 years field experience with 15 years of teaching experience out of which 5 years should be at the level of Associate Professor/equivalent post.

b) Desirable

Experience on course curriculum preparation, Planning and conducting training, conducting scientific studies, R & D works and consultancy services.

Note: (i) The departmental Associate Professor (Agriculture) in pay scale Rs. 78800 – 209200 (L-12) having the educational qualifications and experience prescribed for considering appointment on

deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

- (ii) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall normally be for 3 years and shall not exceed five years.
- (iii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

B. Professor (Social Science) - 1(one) post

- 1. One post of Professor (Social Science), in the Pay Scale of (Rs. 123100 215900 (L-13) in Pay Matrix (as per 7th CPC) is required to be filled up by Deputation from amongst Officers under the Central Government/State Government/Public Sector Undertakings/Semi Government/ Statutory/ Autonomous Organizations/Societies.
 - (a) Holding analogous post on regular basis in pay scale (Rs. 123100 215900 (L-13)

(b) With 5 years regular service in posts in pay scale Rs. 78800 - 209200 (L-12) in present cadre/Department

OR

(c) With 10 years regular service in posts in pay scale Rs. 67700 - 208700 (L-11) in present cadre / Department.

AND

2. Possessing following qualifications:

a) Essential

- i) Master Degree in Sociology with Ph.D in area related subjects with good published works.
- ii) 5 years field experience with 15 years of teaching experience out of which 5 years should be at the level of Associate Professor/equivalent post.

b) Desirable

Experience on course curriculum preparation, Planning and conducting training, conducting scientific studies, R & D works and consultancy services.

- Note: (i) The departmental Associate Professor (Social Science) in pay scale Rs. 78800 209200 (L-12) in Pay Matrix (as per 7th CPC) having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.
- (ii) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall normally be for 3 years and shall not exceed five years.
- (iii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

C. Associate Professor (Agriculture) - 1(one) post

- 1. One post of Associate Professor (Agriculture), in the Pay Scale of (Rs. 78800 209200 (L-12) is required to be filled up by Deputation/Promotion from amongst Officers under the Central Government/State Government/Public Sector Undertaking/Semi Government/Statutory/ Autonomous Organizations/Societies.
 - (a) Holding analogous post on regular basis in pay scale (Rs. 78800 209200 (L-12)

(b) With 5 years regular service in posts in pay scale Rs. 67700 - 208700 (L-11) in present cadre/Department.

OR

(c) With 10 years regular service in posts in pay scale Rs. 56100 – 177500 (L-10) in present cadre / Department.

AND

2. Possessing following Qualifications:

a) Essential:

- i) Master Degree in Agricultural Science with specialization in Agronomy/Crop Physiology/Crop Pathology/Horticulture/Soil Science with Ph.D in area related subjects with good published works or equivalent Master Degree in Agricultural Sector.
- ii) Having 10 (ten) years of teaching experience out of which at least 8 years at the level of Assistant Professor or equivalent post.

b. Desirable

Experience on course curriculum preparation, conducting training, conducting scientific studies, R&D works, consultancy services.

- Note: (i) The departmental Assistant Professor (Agriculture) in pay scale Rs. 56100 177500 (L-10) having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.
- (ii) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall normally be for 3 years and shall not exceed five years.
- (iii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

D. Associate Professor (Social Science) - 1(one) post

- 1. One post of Associate Professor (Social Science), in the Pay Scale of (Rs. 78800 209200 (L-12) is required to be filled up by Deputation/Promotion from amongst Officers under the Central Government/State Government/Public Sector Undertaking/Semi Government/Statutory/ Autonomous Organizations/Societies.
 - (a) Holding analogous post on regular basis in pay scale (Rs. 78800 209200 (L-12)

OR

(b) With 5 years regular service in posts in pay scale Rs. 67700 - 208700 (L-11) in present cadre/Department.

OR

(c) With 10 years regular service in posts in pay scale Rs. 56100 – 177500 (L-10) in present cadre /Department.

AND

2. Possessing following Qualifications:

a) Essential:

- i) Master Degree in Sociology with Ph.D in area related subjects with good published works.
- ii) Having 10 (ten) years of teaching experience out of which at least 8 years at the level of Assistant Professor or equivalent post.

b. Desirable

Experience on course curriculum preparation, conducting training, conducting scientific studies, R&D works, consultancy services.

- Note: (i) The departmental Assistant Professor (Sociology) in pay scale Rs. 56100 177500 (L-10) having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.
- (ii) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall normally be for 3 years and shall not exceed five years.
- (iii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

E. Associate Professor (Water Resource Engineering) - 1(one) post

- 1. One post of Associate Professor (Water Resources Engineering), in the Pay Scale of (Rs. 78800 209200 (L-12) is required to be filled up by Deputation/Promotion from amongst Officers under the Central Government/State Government/Public Sector Undertaking/Semi Government/Statutory/ Autonomous Organizations/Societies.
 - (a) Holding analogous post on regular basis in pay scale (Rs. 78800 209200 (L-12)

OR

(b) With 5 years regular service in posts in pay scale Rs. 67700 - 208700 (L-11) in present cadre/Department.

OR

(c) With 10 years regular service in posts in pay scale Rs. 56100 – 177500 (L-10) in present cadre /Department.

AND

2. Possessing following Qualifications:

a) Essential:

- i) Master Degree in Water Resource Engineering/Water Resource Development/Irrigation Water Management/Irrigation Water Development/Watershed Management/Soil & Water Conservation Engineering or equivalent Master Degree in Water Sector with Ph.D. in areas of related subjects with good published works.
- ii) Having 10 (ten) years of teaching experience out of which at least 8 years at the level of Assistant Professor or equivalent post.

b. Desirable

Experience on course curriculum preparation, conducting training, conducting scientific studies, R&D works, consultancy services.

- Note: (i) The departmental Assistant Professor (Water Resources Engineering) in pay scale Rs. 56100–177500 (L-10) having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.
- (ii) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall normally be for 3 years and shall not exceed five years.
- (iii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

F. Assistant Professor (Social Science) - 1 (one) post

- 1. One post of Assistant Professor (Social Science), in the Pay Scale of (Rs. 56100 177500 (L-10) is required to be filled up by Deputation from amongst Officers under the Central Government/State Government/Public Sector Undertaking/Semi Government/ Statutory/ Autonomous Organizations/Societies.
 - (a) Holding analogous post on regular basis in pay scale Rs. 56100 177500 (L-10)

(b) With 2 years regular service in posts in pay scale Rs. 47600 - 151100 (L-8) in present cadre/ Department.

(c) With 3 years regular service in posts in pay scale Rs. 44900 - 142400 (L-7) in present cadre Department.

(d) With 8 years regular service in posts in pay scale Rs. 35400 - 112400 (L-6) in present cadre / Department.

2. Possessing following qualifications:

a) Essential:

- i) Master Degree in Sociology.
- ii) Having 3(three) years' experience in teaching/research in govt. organization/PSU/autonomous body or 3 (three) years' experience in regular post of Research Associate or 5 (five) years in field and Development work.

b. Desirable

- i) Ph.D. in area related subjects with goods published works.
- ii) Knowledge in area of related subjects / disciplines, capable of preparing training programme materials, imparting training, conducting seminars/workshops, R&D works etc. Note: (i) The departmental Research Associate (Social Science) in pay scale Rs. 44900 - 142400 (L-7) having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.
 - (ii) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall normally be for 3 years and shall not exceed five years.
 - (iii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

G. Assistant Professor (Water Resource Engineering) - 1(one) post

- 1. One post of Assistant Professor (WRE), in the Pay Scale of (Rs. 56100 177500 (L-10) is required to be filled up by Deputation from amongst Officers under the Central Government/State Government/Public Sector Undertaking/Semi Government/Statutory/Autonomous Organizations/Societies.
- (a) Holding analogous post on regular basis in pay scale Rs. 56100 177500 (L-10)

OR

(b) With 2 years regular service in posts in pay scale Rs. 47600 - 151100 (L-8) in present cadre/Department.

OR

(c) With 3 years regular service in posts in pay scale Rs. 44900 - 142400 (L-7) in present cadre / Department.

OR

(d) With 8 years regular service in posts in pay scale Rs. 35400 - 112400 (L-6) in present cadre Department.

2. Possessing following qualifications:

a) Essential:

- i) Master Degree in Water Resource Engineering/Water Resource Development/Irrigation Water Management / Irrigation Water Development/ Watershed Management/ Soil & Water Conservation or equivalent Master Degree in Water Sector.
- ii) Having 3 (three) years' experience in teaching/research in Govt. organization/PSU/autonomous body or 3 (three) years' experience in regular post of Research Associate or 5 (five) years in field and development work.

b. Desirable

- i) Ph.D. in area related subjects with goods published works.
- ii) Knowledge in area of related subjects / disciplines, capable of preparing training programme materials, imparting training, conducting seminars/workshops, R&D works etc.
- Note: (i) The departmental Research Associate (Water Resource Engineering) in pay scale Rs. 44900 142400 (L-7) having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.
- (ii) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall normally be for 3 years and shall not exceed five years.
- (iii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

H. Deputy Director (Admin.) - 1(one) post

1. One post of Deputy Director (Admin.), in the Pay Scale of Rs. 67700 – 208700 (L-11) is required to be filled up by promotion failing which by Deputation.

By promotion of Departmental Administrative Officer with 5 years regular service in pay scale of Rs. 53100 – 167800 (L-9).

By Deputation: Officers under the Central /State Govt./Public Sector under taking /Statutory/ Autonomous organization

(a) (i) Holding analogous post or regular basis in the parent cadre/dept.:

OR

(ii) Having 5 years regular service in the grade rendered after appointment thereto on regular basis in pay scale Rs. 56100 - 177500 (L-10) or equivalent in the parent cadre/dept. in the grade;

(b) Possessing degree from a recognized university or equivalent and 5 years' experience in administration/establishment and related matters.

Note: (i) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department or the Central Govt. shall normally be for 3 years and shall not exceed five years.

(ii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

I. Superintendent - 1 (one) post

- 1. One post of Superintendent, in the Pay Scale of Rs. 35400 112400 (L-6) is required to be filled up by Promotion failing which by Deputation.
- (i) By promotion from Departmental Upper Division Clerk with 10 years regular service in pay scale Rs. 25500 81100 (L-4).
- (ii) Failing (i) above the post is to be filled by Deputation for which the eligibility is as under:
 Officer under the Central Govt./ State Govt. / Public Sector Undertakings / Semi Government / Statutory
 /Autonomous organizations / Societies:
 - (a) Holding analogous post on regular basis in pay scale Rs. 35400 112400 (L-6).

OR

(b) With 6 years regular service in pay scale Rs. 29200 - 92300 (L-5).

OR

(c) With 10 years regular service in pay scale Rs. 25500 - 81100 (L-4).

Note: (i) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department or the Central Govt. shall normally be for 3 years and shall not be exceeding five years.

- (ii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.
- (iii) The closing date for receipt of application from for all the posts, from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Laddakh Division or J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep or abroad will be 67 days from the date of publications of advertisement. While forwarding applications alongwith attested copies of ACRs for the last 5 years, Integrity Certificate and No Penalty Certificate during the last 10 years in respect of the officers, the Cadre/Administrative Authority should certify that the furnished by the officers are correct and no vigilance/disciplinary cases are pending or contemplated against the officer (s). Applications received after last date or without copies of ACRs/Integrity Certificate/No Penalty Certificate/Vigilance Clearance Certificate or otherwise found incomplete will not be considered.

(U.M. Hazarika)
Deputy Director (Admin.)

उप निदेशक (प्रशासन) / Deputy Directer (Administration)
पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रवधन संस्थान, तेजपुर
North Eastern Regional Institute of
Water and Land Management, Tezpur

22/01/19



Photo

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Post applied for	
2. Name and Address (in Block Letters)	
3. Date of Birth (in Christian era)	
4. i) Date of entry into service	
ii) Date of retirement under Central / State Government Rules	
5.Educational Qualifications (Class X / HSLC onwards in chronological order) (Copies of marksheet/certificates are to be enclosed)	
6. 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	Qualifications/ Experience possessed by the officer
mentioned in the advertisement / vacancy	
circular Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
mentioned in the RRs by the Administrative Ministrand issue of Advertisement in the Employment News	o indicate Essential and Desirable Qualifications as ry / Department / Office at the time of issue of Circular s. cations Elective / main subjects and subsidiary subjects
7. 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.	
7.1 Note: Borrowing Departments are to provide t	heir specific comments/ view confirming the relevant

Essential Qualification / Work Experience Possessed by the Candidate (as Indicated in the Bio-data) with

reference to the post applied.

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

Office / Institute	Post held on regulars basis	From	То	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for
			and an ACD/A	MACD are negronal	to the Officer and the

*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 benefit have been drawn by the Candidate, may be indicate as below;

Office / Institute	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	То

Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
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 /contact	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
10.1 Note. In case of Officers a officers should be forwarded by clearance, vigilance Clearance ar 10.2 Note: Information under Cowhere a person is holding a pos			
but still maintaining a lien in his parent cadre/ organisation			
11. If any post held on Deputation past by the applicant, date of rethe last deputation and other de	turn from		

12. 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			
13. Please state whether you are working			
in the same Department and are in the feeder grade or feeder to feeder grade.			
14. Are you in Revised Scale of Pay?			
If Yes, give date from which the revision			
took place and also indicate the pre-			
revised scale.			
15. Total emoluments per month now draw	/n		
Basic Pay in the PB		Grade Pay	Total Emoluments
busier dy in the 15			
16. In case the application belongs to an o	organisa	ation which is not following	the Central Government pay-
Scales, the latest salary slip Issued by the O	rganisa	tion showing the following o	details may be enclosed.
Basic Pay with Scale of Pay and ra		Dearness Pay/ interim	Total Emoluments
increment		relief/ other Allowances	
		etc.(with break-up	
		details)	
17. A Additional information, if any, relev	ant to		
the post you applied for in support of			
suitability for the post. (This among			
things may provide information with reg			
(i) additional academic qualification			
professional training and (iii) work expe	rience		
over and above prescribed in the Va	acancy		
Circular/ Advertisement)			
(Note: Enclose a separate sheet, if the sp	pace is		
insufficient)			
17. B Achievements: The candidate			
requested to indicate information with reg			
i) Research publications and reports and sp projects	Jeciai		
ii) Awards/ Scholarships/ Official Applicatio	n		
iii) Affiliation with the professional bodies/			
institutions/ societies and;			
iv) Patents registered in own name or achie	eved		
for the organization			
v) Any research/ innovative measure inv			
official recognition iv) any other inform			
(Note enclose a separate sheet if the sp	pace is		
insufficient)			

18. 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 Organizations are eligible only for Short Term Contract)		
# (The option of 'STC'/'Absorption'/'Re- employment' are available only if the vacancy circular specially mentioned requirement by "STC" or "Absorption" or "Re-employment").		
19. Whether belongs to SC/ST		
I have carefully gone through the vaca information furnished in the Curriculum Vitae Qualification/ Work Experience submitted by me v selection for the post. The information/ detail knowledge and no material fact having bearing on	duly supported by the will also be assessed by the sprovided by me are	e documents in respect of Essential he Selection Committee at the time of correct and true to the best of my
		(Signature of the candidate)
	Address 	
Date		

Certification by the Employer / Cadre Controlling Authority

This information / details provided in the above application by the applicant is true and correct as per the facts available on records. He/She possess education 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

(Employer / Cadre Controlling Authority with Seal)