

**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/2024 (Vol. V)

26<sup>th</sup> September 2024

**Advertisement**

It is proposed to fill up one post of the Senior Principal Private Secretary in Pay Matrix Level-12 (₹78800-209200) in 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:-

- (i) holding analogous posts of Senior Principal Private Secretary on regular basis in the parent cadre or department; or
- (ii) holding the post of Principal Private Secretary with five years' service in the grade rendered after appointment thereto on a regular basis in level-11 (₹67700-208700) in the pay matrix or equivalent in the parent cadre or department.

Note 1: The departmental Principal Private Secretary in level-11 (₹67700-208700) in the 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.

2. The duties attached to the post of Sr. PPS is to assist the Hon'ble President, NCDRC including liaising matters, coordination with the Hon'ble Presidents of State Commissions and various departments of Government of India.

3. The terms and conditions of the service of the officer selected for appointment to the post of Senior Principal Private Secretary, 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.

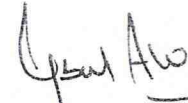
4. **Applications of interested and eligible officers, who could be spared in the event of their selection may be sent through proper channel in the prescribed proforma (Annexure - I) (in duplicate) along with their last 5-years' Annual Performance Appraisal Reports so as to reach the Registrar, National 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



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>			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
<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>			

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		
Basic Pay	Level in pay matrix	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: (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/Institutions/Societies and; (iv) Patents registered in own name or achieved for the organization (v) 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. #(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 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 provide by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



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

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

Points to be noted by the Sponsoring Organizations while forwarding the application of the candidate for appointment on deputation to the post of Senior Principal Private Secretary, 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.