

**ANNEXURE-I**

1.	Post	Caretaker
2.	Number of Post	One
3.	Pay-Scale /Pay Matrix	Matrix-5 (Old pay band PB-1 of Rs.5200-20200/- with the grade pay of Rs.2800/-)
4.	Method of Appointment	Transfer on deputation
5.	Eligibility	Officials under the Central Government  (i) holding analogous post on regular basis, or  (ii) with two years regular service in the post with in old pay band PB-1 of Rs. 5200-20200/- with grade pay of Rs. 2400/- or equivalent, or  (iii) with 10 years regular service in the posts with old pay band PB-1 of Rs. 5200-20200/- with the grade pay of Rs.1900/- or equivalent  Preferably having any one or all of the following:  (a) one year's experience of working as Caretaker in Govt. office,  (b) one year's experience of working in a Security organization,  (c) Diploma/Certificate in Sanitary or Public Hygiene or Diploma/Certificate in Electrical/Civil Engineering/Sanitary Engineering.  (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment shall not be exceeding 56 years as on the closing date of the receipt of the application.
6.	Period of deputation	Not exceeding 3 years.

**ANNEXURE-II**

**CURRICULUM VITAE : PROFORMA**

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 Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied, (if any qualifications 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.					
Desirable	a.					
	b.					
	c.					
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.					
	Office/Institution	Post Held	From	To	Scale of pay and basis pay in old pay band	Nature of duties (In details)



8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.	<p>In case of present employment is held on deputation/contract basis, please state:</p> <p>A. The date of initial appointment</p> <p>B. Period of appointment on deputation/contract</p> <p>C. Name of the parent office/organization to which you belong</p>	
10	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)	
A	Central Govt.	
B	State Govt.	
C	Autonomous Organization	
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 as 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 qualification (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 Organizations 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)	
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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

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Countersigned  
(Employer with Seal)