



भारत के लोकपाल

Lokpal of India

6, Vasant Kunj Institutional Area
Phase-II, New Delhi-110070

Dated: 24th March, 2025

Vacancy Circular

Subject: Filling up of various posts in Lokpal of India on deputation basis-reg.

Applications are invited for filling up of various posts in Lokpal of India purely on deputation basis, from the eligible candidates working in or having worked in the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations.

2. The details of the pay level, eligibility criteria etc are at Annexure-I.
3. 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 Establishment/Organization/Department shall ordinarily not exceed three years. It can be curtailed as per decision taken by the competent authority in Lokpal and can be extended further subject to NOC from parent establishment/department/organisation and decision by the Competent authority in Lokpal.
4. Encadreded officials already working, may also apply and their application will be considered.
5. The Pay & Allowances, HRA, Transport Allowance, Joining time, Travelling Allowances & Transfer T.A., Children Education Allowance, LTC, Dearness Allowance, Medical Facilities, leave and the other terms & conditions of the officers selected for appointment on deputation basis will be governed by the extant guidelines/rules as admissible to the Central Government employees, till the time the Lokpal Officers and Staff (Conditions of Service) Regulations, 2024 are notified. After notification thereof, the officer on deputation will be governed by the provisions of the Lokpal Officers and Staff (Conditions of Service) Regulations, 2024 from the date of appointment on deputation, without disadvantage to the appointed official including on the underlying norms enunciated in DoP&T's OM No. 6/08/2009-Estt (Pay.II) dated 17.06.2010 and relevant amendments thereafter.

6. Staff members can avail facility of pick and drop from office to nearest metro station/bus stand.
7. While forwarding the application in the prescribed format (Annexure-II), the following documents may also be sent along with the application:
- NOC from the Parent establishment/department/organisation for appointment on this post in the Office of Lokpal.
 - CR Dossier/Attested copies of the ACRs/APAR of the applicant for the last five years.
 - Vigilance Clearance, Integrity certificate and details of penalties imposed, if any, during the last 10 years on the Officer. This should be duly signed by the authorized Officer.
8. The last date for receiving applications shall be **30 days from the date of publishing of advertisement in the Employment News/ Rozgar Samachar**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.
9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,



(बिनोद कुमार/Binod Kumar)

अवर सचिव/Under Secretary

भारत के लोकपाल/Lokpal of India

Tel No. 011-26121336

Copy to:

- OSD to Hon'ble Chairperson, Lokpal of India.
- NIC for uploading on the website of Lokpal of India.

Annexure-I

S. No	Name of the Post, Pay Level, Number of vacancies, Age	Eligibility
1.	Court Steno / Section Officer Pay Level-8 No of Post – 3 Maximum Age on closing date-56	Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations: (i) holding analogous post on regular basis in the parent cadre or department (ii) Preferably having two years' experience in Coordination/Media management /policy framing.
2.	Senior Principal Private Secretary Pay Level-12 No of Post – 1 Maximum Age on closing date-56	Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations: (i) holding analogous post on regular basis in the parent cadre or department
3.	Private Secretary Pay Level-8 No of Post – 2 Maximum Age on closing date-56	Officials of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations: (i) holding analogous post on regular basis in the parent cadre or department
4.	Personal Assistant Pay Level-7 No of Post – 3 Maximum Age on closing date-56	Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations: (i) holding analogous post on regular basis in the parent cadre or department

BIO-DATA / CURRICULLUM VITAE PROFORMA

Paste passport
size photograph

1. Name and Address (in Block letters):	
2. Date of Birth (in Christian era):	
3.i) Date of entry into service	
ii) Age as on the closing date of receipt of applications	
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 as mentioned in the advertisement/vacancy circular	
(a) Essential (attach self-attested photocopies)	
(b) Proficiency in Shorthand and typing	Please mention speed in Shorthand and Typing both
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.	
6.1 Note: Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent			
8. 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/ organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of officers already on deputation, the applications of such officer should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under Column (c) & (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>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column):</p> <p>(i) Central Government Ministries/Departments/Offices</p> <p>(ii) Public Sector Undertakings</p> <p>(iii) Statutory Bodies</p> <p>(iv) Judicial Bodies</p> <p>(v) Quasi-Judicial Bodies.</p> <p>(vi) Others</p>			

12. Total emoluments per month drawn		
Basic Pay with Scale of Pay	Dearness Pay/Interim relief/Other Allowances etc. (with break-up details)	Total Emoluments
13. 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	Dearness Pay/Interim relief/Other Allowances etc. (with break-up details)	Total Emoluments
14. 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 provided by me are correct and true to the best of my knowledge.

Date _____

(Signature of Candidate)

Address _____

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 records. He possesses educational qualifications and experience mentioned in the advertisement. If selected, he will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against.....
- ii) Certified that integrity of the applicant is beyond doubt.
- iii) His 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 during the last 10 years.

Signed
(Employer/Cadre Controlling Authority with Seal)