



राष्ट्रीय डोप परीक्षण प्रयोगशाला
National Dope Testing Laboratory (NDTL)
GOVERNMENT OF INDIA
EAST GATE No. 10, JLN Stadium Complex, NEW DELHI – 110003

ADVT-2/2022

Date: 23.07.2022

Subject: Filing up of vacant post(s) in the National Dope Testing Laboratory (NDTL) by deputation (including short term contract) basis-regarding.

The National Dope Testing Laboratory (NDTL), an autonomous body under the Ministry of Youth Affairs and Sports, Government of India, is a premier scientific institute and one of the World Anti-Doping Agency (WADA)-Accredited Laboratories dedicated to human sports dope testing & allied research. This the only Laboratory of its kind in the country having state-of-the- art facilities. It is equipped with the latest and sophisticated analytical equipment including LC- Orbitrap-HRMS, GC/C/RMS, Sysmex XN 1000, Cobas e 411 etc. The Laboratory is pursuing research in the advanced areas of dope science and establishing collaborations with national and international institutes.

2. The Laboratory invites applications from Indian citizens for the post of Scientist 'E' in the Scale of Pay Rupees 1,23,100 – 2,15,900/- [Pay Level 13], Scientist 'D' in the Scale of Pay Rupees 78,800 – 2,09,200/- [Pay Level 12] and Scientist 'C' in the Scale of Pay Rupees 67,700 – 2,08,700/- [Pay Level 11] to fill up the vacant post(s) by deputation on Foreign Service terms basis including on short term contract basis as detailed below. Period of deputation (including short-term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or any other organization/Department of Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.

3. Consequent to recommendations of Seventh Pay Commission, the pay scale in the Pay Bands have been replaced with Pay Matrix System. Therefore, for the purpose of interpretation relating to analogous posts, pre-revised scales of such posts shall be reckoned.

4. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along-with the application:

- a) Application in the prescribed format,
- b) Complete and up-to-date ACR/APAR for the last 5 years from 2017-18 onwards or attested photocopy thereof,
- c) Vigilance Certificate/Clearance,
- d) Integrity Certificate/Clearance
- e) A Statement of major/minor penalties, if any, imposed upon the officer during the last 10years.

5. (i) The key responsibilities of Scientist 'E', Scientist 'D' and Scientist 'C' would be:

Scientist 'E':

- To oversee the activities of NDTL and represent NDTL at the International Level through involvement with different facets of the activities of WADA.
- Plan the new areas in the growing field of analytical testing in the field of Human Doping.
- Oversee the refinement of the existing analytical techniques as per WADA directions, from time to time, in respect of the specialties/ sub-specialties handled by the NDTL.
- Guidance of the scientist and technical staff.
- Guide research activity in the field of Anti-Doping science.
- Handling administrative and other miscellaneous work relating to NDTL.
- To manage, supervise and lead the team of about 35 dedicated Scientists in a highly specialized analytical environment related to anti-doping

Scientist 'D':

- To Handling all the scientific activities of the various sections of the Laboratory.
- Plan the new possible areas in the growing field of analytical testing in the field of Anti-Doping Science.
- To take the lead of Research and Development team and identify new area of Development.
- Refinement of the existing analytical techniques as per WADA standards from time to time.
- Guidance of the scientist and technical staff related to Anti-Doping Testing.
- Handling other scientific administrative and other miscellaneous work relating to NDTL.

Scientist 'C':

- To work with all scientific sections of the Laboratory.
- To assist Scientist 'E' and Director for all scientific activities of the Laboratory.
- To implement WADA Technical Documents International Standards for Laboratories in NDTL and to ensure the compliance of ISO/IEC:17025 in the Laboratory.
- Guidance of the scientist and technical Staff in the new areas of Anti-Doping Testing Activities.
- Take up research activity in the field of Anti-Doping science.

6. Applicants are requested to ensure that their applications forwarded through their Cadre Controlling Authority. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the Proforma (PART-A, PART-B AND PART-C) addressed to the Deputy Director (Admn), NDTL, EAST GATE NO 10, JLN STADIUM COMPLEX, Lodhi Road, NEW DELHI 110 003, **within 45 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar**. However, only applications received from Cadre Controlling Authority duly completed in all the respect with all documentary formalities as mentioned in Para-4 above, will be considered for selection. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected.

7. NDTL reserves the right to reject any or all the applications without assigning any reason whatsoever.

Sd/xxx
Deputy Director (Admn)
NDTL, New Delhi

NAME OF THE POST: SCIENTIST E

1	Name of the Post	Scientist 'E'
2	Number of Posts	1
3	Classification	Group 'A'
4	Scale of Pay	Rs.123,100-215900 [Pay Level 13 in the Pay Matrix as per 7 th CPC]
5	Method of recruitment	By Composite Method: By Deputation (Including Short Term Contract)/Promotion.
6	Eligibility Criteria	Deputation (Including short term contract): Officers of the Central / State Government / PSUs /Autonomous Bodies: (i) Holding analogous post on regular basis or (ii) having 5 years of regular service in the Pay Level :12 (Rs. 78,800-2,09,200/-) and possessing (i) PhD. in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; (ii) Ten years' post doctorate experience in research & development and / or scientific activities in relevant area of drug analysis out of which two years in a responsible capacity in scientific administration, planning/ designing and execution / managing / directing the scientific research and technological programs and matters connected thereto. Desirable : (i) Experience in research & development in the field of drug analysis/ sports dope testing, (ii) Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes. (iii) Research work of a high standard evidenced through publication in journals of repute. (iv) Knowledge of drug metabolism and pharmacokinetics.
7	Job description	<ul style="list-style-type: none">• To oversee the activities of NDTL and represent NDTL at the International Level through involvement with different facets of the activities of WADA.• Plan the new areas in the growing field of analytical testing in the field of Human Doping.• Oversee the refinement of the existing analytical techniques as per WADA directions, from time to time, in respect of the specialties/ sub- specialties handled by the NDTL.• Guidance of the scientist and technical staff.• Guide research activity in the field of Anti-Doping science.• Handling administrative and other miscellaneous work relating to NDTL.• To manage, supervise and lead the team of about 35 dedicated Scientists in a highly specialized analytical environment related to anti-doping

APPLICATION PROFORMA FOR THE POST OF SCIENTIST E

PART-A

(Application preferably typed)

1. Post applied for on deputation basis
or short term contract basis
(please indicate specifically)

2. Name of Applicant (in Block letters)

3. Address in Block Letters

4. Contact No.

Landline (with STD Code):

Mobile No:

5. E-mail including alternative e-mail (if any)

6. Category (Gen/SC/ST/OBC)

7. Date of Birth

8. Date of Retirement under Central Government Rules

9. Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)

Sl. No.	Exam Passed	Year	Subjects Offered	Board/University	% age of marks

10. Details of employment in chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)

Office/ Institution/ Organization	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (In CDA/IDA Pattern)	Nature of Duties.

11. 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	Qualifications/Experience possessed by the Officer
<p>Essential:</p> <p>Officers of the Central/State Government/ PSUs/Autonomous Bodies :</p> <p>(1) Holding analogous post on regular basis or</p> <p>(2) having 5 years of regular service in the Pay Level : 12 (78,800-2,09,200/-) and possessing</p> <p>(i) PhD. in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute;</p> <p>(ii) Ten years' post doctorate experience in research & development and / or scientific activities in relevant area of drug analysis out of which two years in a responsible capacity in scientific administration, planning/ designing and execution / managing / directing the scientific research and technological programs and matters connected thereto.</p> <p>Desirable : (i) Experience in research & development in the field of drug analysis/ sports dope testing,</p> <p>(ii) Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes.</p> <p>(iii) Research work of a high standard evidenced through publication in journals of repute.</p> <p>(iv) Knowledge of drug metabolism and pharmacokinetics.</p>	

12. Nature of present employment, i.e. Adhoc or Temporary or Permanent

13. In case the present employment is held on Deputation/Contract basis, please state:-

- (a) The date of initial appointment on Deputation/Contract
- (b) Period of appointment on Deputation/Contract
- (c) Name and address of the parent office/organization to which applicant belongs.

14. Additional details about present employment. Please State whether working under:-

- (a) Central Government/State Govt.
- (b) Autonomous Body
- (c) PSU/Statutory Body/University

15. Gross monthly emoluments drawn with grade pay
(please provide details thereof)
(Also specify whether CDA pattern or IDA pattern or
grade pay equivalent to CDA pattern)

16. Additional information, if any, which you would
like to mention in support of your suitability to the post.
(This is among other things may provide information with regard to
(i) additional academic qualification
(ii) professional training
(iii) work experience over and above
prescribed in the advertisement

(Please use separate sheet in case space is insufficient)

17. Remarks: The candidate 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
(Please use separate sheet in case space is insufficient)

DECLARATION: I have read the terms and conditions of appointment and certify that the
above information is true to the best of my knowledge and belief. Further, I am liable to be
disqualified even after my appointment at NDTL, in case, any information given above is
found to be incorrect/incomplete or false/forged.

Place & Date:

Signature of the applicant

PART-B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	
2. (a)(i)	Whether any vigilance case is pending or contemplated Against the officer	
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during the last ten years	
(ii)	Indicate whether any penalty is in operation as on date.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether officer is presently working in parent cadre or deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which deputation or another ex-cadre post and the remaining tenure of his cadre clearance. Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2021 submitted within prescribed time.	

It is certified that the information/entries furnished by the officer has been verified from the service records.

Date:

Signature of the forwarding authority
(with stamp)

PART-C

Check-list of documents to be attached

(Please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2017-18 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for that period to be attached along with ACR/APARs of the previous years(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling /appointing authority	

Signature of the forwarding authority
(with stamp)

NAME OF THE POST: SCIENTIST D

1.	Name of the Post	Scientist 'D'
2.	Number of the Posts	1
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 78,800 – 2,09,200 [Pay Level 12 in the Pay Matrix as per 7 th CPC]
5.	Method of recruitment	Deputation (Including Short Term Contract)
6.	Eligibility Criteria	<p>Essential:</p> <p>(i) Ph.D. in Chemical/Biological/Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University/Institute;</p> <p>(ii) Five years' post doctorate experience in research & development and / or scientific activities in relevant area of drug analysis out of which two years in a responsible capacity in scientific administration, planning/designing and execution/managing/directing the scientific research and technological programs and matters connected thereto.</p> <p>Desirable:</p> <p>(i) Experience in research & development in the field of drug analysis/sports dope testing</p> <p>(ii) Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes.</p> <p>(iii) Research work of a high standard evidenced through publication in journals of repute.</p> <p>(iv) Knowledge of drug metabolism and pharmacokinetics.</p>
7.	Job description	<ul style="list-style-type: none">• To Handling all the scientific activities of the various sections of the Laboratory.• Plan the new possible areas in the growing field of analytical testing in the field of Anti-Doping Science.• To take the lead of Research and Development team and identify new area of Development.• Refinement of the existing analytical techniques as per WADA standards from time to time.• Guidance of the scientist and technical staff related to Anti-Doping Testing.• Handling other scientific administrative and other miscellaneous work relating to NDTL.

APPLICATION PROFORMA FOR THE POST OF SCIENTIST D

PART-A

(Application preferably typed)

1. Post applied for on deputation basis
or short term contract basis
(please indicate specifically)

2. Name of Applicant (in Block letters)

3. Address in Block Letters

4. Contact No.

Landline (with STD Code):

Mobile No:

5. E-mail including alternative e-mail (if any)

6. Category (Gen/SC/ST/OBC)

7. Date of Birth

8. Date of Retirement under Central Government Rules

9. Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)

Sl. No.	Exam Passed	Year	Subjects Offered	Board/University	% age of marks

10. Details of employment in chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)

Office/ Institution/ Organization	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (In CDA/IDA Pattern)	Nature of Duties.

11. 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	Qualifications/Experience possessed by the Officer
<p>Essential:</p> <p>(i) Ph.D. in Chemical/Biological/Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University/Institute;</p> <p>(ii) Five years' post doctorate experience in research & development and / or scientific activities in relevant area of drug analysis out of which two years in a responsible capacity in scientific administration, planning/designing and execution/managing/directing the scientific research and technological programs and matters connected thereto.</p> <p>Desirable:</p> <p>(i) Experience in research & development in the field of drug analysis/sports dope testing</p> <p>(ii) Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes.</p> <p>(iii) Research work of a high standard evidenced through publication in journals of repute.</p> <p>(iv) Knowledge of drug metabolism and pharmacokinetics.</p>	

12. Nature of present employment, i.e. Adhoc or Temporary or Permanent

13. In case the present employment is held on Deputation/Contract basis, please state:-

- (a) The date of initial appointment on Deputation/Contract
- (b) Period of appointment on Deputation/Contract
- (c) Name and address of the parent office/organization to which applicant belongs.

14. Additional details about present employment. Please State whether working under:-

- (a) Central Government/State Govt.
- (b) Autonomous Body
- (c) PSU/Statutory Body/University

15. Gross monthly emoluments drawn with grade pay (please provide details thereof)
(Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)

16. Additional information, if any, which you would like to mention in support of your suitability to the post.
(This is among other things may provide information with regard to
(i) additional academic qualification
(ii) professional training
(iii) work experience over and above prescribed in the advertisement

(Please use separate sheet in case space is insufficient)

17. Remarks: The candidate 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
(Please use separate sheet in case space is insufficient)

DECLARATION: I have read the terms and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NDTL, in case, any information given above is found to be incorrect/incomplete or false/forged.

Place & Date:

Signature of the applicant

PART-B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	
2. (a)(i)	Whether any vigilance case is pending or contemplated Against the officer	
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during the last ten years	
(ii)	Indicate whether any penalty is in operation as on date.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether officer is presently working in parent cadre or deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which deputation or another ex-cadre post and the remaining tenure of his cadre clearance. Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2021 submitted within prescribed time.	

It is certified that the information/entries furnished by the officer has been verified from the service records.

Date:

Signature of the forwarding authority
(with stamp)

PART-C

Check-list of documents to be attached

(Please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2016-17 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for that period to be attached along with ACR/APARs of the previous years(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling /appointing authority	

Signature of the forwarding authority
(with stamp)

NAME OF THE POST: SCIENTIST C

1.	Name of the Post	Scientist 'C'
2.	Number of the Posts	1
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 67,700 – 2,08,700 [Pay Level 11 in the Pay Matrix as per 7 th CPC]
5.	Method of recruitment	Deputation (Including Short Term Contract)
6.	Eligibility Criteria	<p>Essential:</p> <p>(i) Ph.D. in Chemical/Biological/Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University/Institute;</p> <p>(ii) Three years' post Qualification experience in the use of relevant technique such as Chromatography, Immunoassays, Electrophoresis or Mass Spectrometry in relevant area of drug analysis.</p> <p>Or</p> <p>(i) Master's degree in Chemical/Biological/Pharmaceutical Science in relevant fields from a UGC/AICTE recognized University/Institute;</p> <p>(ii) Six years' post Qualification experience in the use of relevant analytical technique such as Chromatography, Immunoassays, Electrophoresis or Mass Spectrometry in relevant area of drug analysis.</p> <p>Desirable:</p> <p>(i) Experience in research & development in the field of drug analysis/sports dope testing evident by research publications Peer review journals;</p> <p>(ii) Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes.</p>
7.	Job description	<ul style="list-style-type: none">• To work with all scientific sections of the Laboratory.• To assist Scientist 'E' and Director for all scientific activities of the Laboratory.• To implement WADA Technical Documents International Standards for Laboratories in NDTL and to ensure the compliance of ISO/IEC:17025 in the Laboratory.• Guidance of the scientist and technical Staff in the new areas of Anti-Doping Testing Activities.• Take up research activity in the field of Anti-Doping science.

APPLICATION PROFORMA FOR THE POST OF SCIENTIST C

PART-A

(Application preferably typed)

1. Post applied for on deputation basis
or short term contract basis
(please indicate specifically)

2. Name of Applicant (in Block letters)

3. Address in Block Letters

4. Contact No.

Landline (with STD Code):

Mobile No:

5. E-mail including alternative e-mail (if any)

6. Category (Gen/SC/ST/OBC)

7. Date of Birth

8. Date of Retirement under Central Government Rules

9. Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)

Sl. No.	Exam Passed	Year	Subjects Offered	Board/University	% age of marks

10. Details of employment in chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)

Office/ Institution/ Organization	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (In CDA/IDA Pattern)	Nature of Duties.

11. 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	Qualifications/Experience possessed by the Officer
<p>Essential:</p> <p>(i) Ph.D. in Chemical / Biological / Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University/Institute;</p> <p>(ii) Three years' post Qualification experience in the use of relevant technique such as Chromatography, Immunoassays, Electrophoresis or Mass Spectrometry in relevant area of drug analysis.</p> <p>Or</p> <p>(i) Master's degree in Chemical / Biological / Pharmaceutical Science in relevant fields from a UGC/AICTE recognized University/Institute;</p> <p>(ii) Six years' post Qualification experience in the use of relevant analytical technique such as Chromatography, Immunoassays, Electrophoresis or Mass Spectrometry in relevant area of drug analysis.</p> <p>Desirable:</p> <p>(i) Experience in research & development in the field of drug analysis/sports dope testing evident by research publications Peer review journals;</p> <p>(ii) Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes.</p>	

12. Nature of present employment, i.e. Adhoc or Temporary or Permanent

13. In case the present employment is held on Deputation/Contract basis, please state:-

(a) The date of initial appointment on Deputation/Contract

(b) Period of appointment on Deputation/Contract

(c) Name and address of the parent

office/organization to which applicant belongs.

14. Additional details about present employment. Please

State whether working under:-

- (a) Central Government/State Govt.
- (b) Autonomous Body
- (c) PSU/Statutory Body/University

15. Gross monthly emoluments drawn with grade pay

(please provide details thereof)

(Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)

16. Additional information, if any, which you would like to mention in support of your suitability to the post.

(This is among other things may provide information with regard to

- (i) additional academic qualification
- (ii) professional training
- (iii) work experience over and above prescribed in the advertisement

(Please use separate sheet in case space is insufficient)

17. Remarks: The candidate 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

(Please use separate sheet in case space is insufficient)

DECLARATION: I have read the terms and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NDTL, in case, any information given above is found to be incorrect/incomplete or false/forged.

Place & Date:

Signature of the applicant

PART-B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	
2. (a)(i)	Whether any vigilance case is pending or contemplated Against the officer	
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during the last ten years	
(ii)	Indicate whether any penalty is in operation as on date.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether officer is presently working in parent cadre or deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which deputation or another ex-cadre post and the remaining tenure of his cadre clearance. Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2021 submitted within prescribed time.	

It is certified that the information/entries furnished by the officer has been verified from the service records.

Date:

Signature of the forwarding authority
(with stamp)

PART-C

Check-list of documents to be attached

(Please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2017-18 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for that period to be attached along with ACR/APARs of the previous years(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling /appointing authority	

Signature of the forwarding authority
(with stamp)