

HEADQUARTERS, COAST GUARD REGION(NE)
KOLKATA

1. Applications from willing and eligible candidates are invited for filling up one post of MT(Mech) on deputation basis as per following details:-

(a) **Name of the post:** **MT (Mech)**(General Central Service, Group 'C' Non-Gazetted, Non-Ministerial) in PB-1, Rs. 5,200/- to 20,200/- plus GP Rs. 1,900/-(As per VI CPC).

(b) **No.of vacancies and place of posting:** (01) Kolkata

(c) **Eligibility**– Persons holding analogous post in Central/State Govt. offices. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization or department or some other organization or department shall ordinarily not exceed three years.

2. Applications as per following proforma (Bio Data), alongwith the complete and up to date ACR/APAR/Dossiers (or attested photocopies of the ACRs/APAR for the last 05 years) in respect of the candidates who could be spared in the event of selection may be sent to **The Commander (for Regional Civilian Personnel Officer), Headquarters, Coast Guard Region (NorthEast), Synthesis Business Park, 6th Floor, Shrachi Building, Rajarhat, New Town, Kolkata – 700161** within **45 days** from the date of publication of this advertisement in the Employment News. Applications received after the last date or without the ACRs/APARs as stated above or otherwise found incomplete will not be considered. While forwarding the applications, certificates appended to bio-data may be verified.

4. It may also be confirmed that in the event of selection, the individuals concerned will be relieved of their duties.

5. The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.

xxsdxxx
(AD Roy)
SCSO/RCPO
for Commander
Coast Guard Region(NE)

BIO-DATA

1. Name and Address (in Block letters) :
(alongwith contact No.)
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. Rules :
4. Educational Qualifications :
5. Post & Place for which applied : Post: Place:
6. Date of publication of Advt. in the Employment News :
7. Whether educational & 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 applicant

Essential (1)

(2)

Desirable (1)

(2)

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post. :
9. Details of employment in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient). :

SI	Office/ Organisa- tion	Post Held	From	To	Scale of Pay & Basic Pay (pre-revised)/Pay Band & Grade Pay (revised)	Nature of duties

10. Nature of present employment i.e. ad-hoc or :
temporary or quasi-permanent or permanent
11. 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 :
- (c) Name of the parent office/Organisation :
to which you belong
12. Additional details about present employment.
Please state whether working under :-
- (a) Central Government :
- (b) State Government :
- (c) Autonomous Organisation :
- (d) Govt. undertaking :
- (e) Universities :
13. Are you in revised Pay Band and Grade pay? :
If yes, give the date from which revision took
place and also indicate the pre-revised scale.
14. Total emoluments per month now drawn. :
15. Additional information, if any, which you :
would like to mention in support of your
suitability for the post. Enclose a separate
sheet, if the space is insufficient.

16. Whether belongs to SC/ST/OBC :

17. Remarks :

Dated :

Signature of the candidate

TO BE FILLED BY EMPLOYER

1. It is certified that the information furnished by Shri/Smt/Ms_____ has been checked as per the service record of the individual and found correct.

2. No disciplinary/vigilance case is pending/contemplated against Shri/Smt/Ms_____.

3. No minor or major penalties imposed on Shri/Smt/Ms_____ during the last 10 years. The integrity of the officer/individual is beyond doubt.

4. In the event of the selection of Shri/Smt/ Ms_____, he/she will be relieved of his/her duties in the office.

5. Photocopies of ACRs/APAR (duly attested by a Group 'A' officer) of Shri/Smt/ Ms. _____ for the last five years are enclosed.

Office Seal

Name :

Designation :

Telephone No.:

Dated: _____