



भारत के लोकपाल
Lokpal of India

6, Vasant Kunj Institutional Area,
Phase-II, New Delhi – 110 070

Dated 2nd November, 2023

To

The Secretary/Head of Department of all the:

- (i) Central Government Ministries/Departments -through DoPT**
- (ii) Public Sector Undertakings**
- (iii) Statutory Bodies**
- (iv) Judicial Bodies**
- (v) Quasi-Judicial Bodies.**

Subject:- Filling up of three posts (subject to variation) in the cadre of Court Master in Lokpal of India on deputation basis-reg.

Sir/madam,

I am directed to convey that applications are invited for filling up of three (3) posts of Court Master in Lokpal of India on deputation basis from the eligible candidates working in the Central Government or Public Sector Undertakings or Statutory Bodies or Judicial or Quasi-judicial Bodies holding analogous posts on regular basis in the parent cadre or department.

2. The Conditions of the Service of the appointees will be governed by the Lokpal (Court Master) Recruitment Rules, 2021 and the related service and conduct rules.

The details of the pay scale, eligibility criteria, tenure etc. are as under:-

Pay Scale	Level 11 (Rs. 67,700-2,08,700) in the 7 th CPC Pay Matrix.
Eligibility Criteria	Officers of the Central Government or public sector undertakings or statutory bodies or judicial or quasi-judicial bodies- (a) (i) holding analogous posts on regular basis in the parent cadre or department: or

	<p>(ii) at least six years combined regular service rendered in Level-8 (Rs. 47600-151100) in the pay matrix and above in the parent cadre or department: or</p> <p>(iii) at least eight years combined regular service in level-7 (Rs. 44900-142400) in the pay matrix and above in the parent cadre or department, and</p> <p>(b) possessing Degree of Law from a recognized University in India, and</p> <p>(c) proficiency in Shorthand (English) with a speed of 120 words per minutes, and knowledge of computer operations with a minimum typing speed of 40 words per minutes.</p>
Tenure	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/Department of the Central Government shall ordinarily not exceed four years.
Age	The maximum age-limit for appointment by deputation/ shall not exceed fifty-six years as on the closing date of receipt of applications.
How to apply	<ul style="list-style-type: none"> Interested applicants may submit application as per the enclosed application format. The envelope containing the applicants' details as mentioned above should clearly be labelled "Application for the Post of Court Master in the office of Lokpal of India" and addressed to:- <p style="text-align: center;">Deputy Secretary (Estt.), Lokpal of India 6, Institutional Area Phase-II, Vasant Kunj, New Delhi-110070 Email : m.priya@nic.in</p> <ul style="list-style-type: none"> The applications should include a detailed bio-data listing the educational qualifications of the candidate. The application should include the contact details of the candidate, including residential address, Email ID and Mobile numbers. Office of Lokpal of India will review the applications, and will short list candidates if considered suitable. The short-listed candidates will be called for an interview/ personal interaction/ skill test in the Lokpal of India. The date, time and venue of the interview/skill test will be conveyed in the Interview call Letter. Candidates will have to make their own arrangements to reach the place of interview.

	<ul style="list-style-type: none"> • No TA/DA will be payable by the Lokpal of India to attend the interview. • The final selection will be based on their performance at the interview. • The decision of the Lokpal on selection of candidates will be final.
Last Date of Application	60 days from the date of publishing of advertisement in the Employment News.

2. The Pay and Allowance and the other terms & conditions of the officers selected for appointment on deputation will be governed by the provisions contained in the Lokpal (Court Master) Recruitment Rules, 2021 and the DoP&T's OM No. 6/08/2009-Estt (Pay.II) dated 17.06.2010 and relevant amendments thereafter.

3. While forwarding the application in the prescribed format, the following documents may also be sent along with the application:-

(a) NOC from the Parent Department/Office for appointment on this post in the Office of Lokpal.


(b) CR Dossier/Attested copies of the ACRs/APR of the applicant for the last five years.

(c) 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.

4. The last date for receiving applications shall be **60 days from the date of publishing of advertisement in the Employment News**. 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.

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

Yours faithfully,


Priya Mahadevan
Deputy Secretary
Lokpal of India

Copy for information to:-

1. PPS to Hon'ble Chairperson, Lokpal of India.
2. PPS to Hon'ble Member, Lokpal of India.
3. PPS to the Secretary, Lokpal of India.
4. Lokpal of Division (for information and request for kind arrangement to upload on the website of DoP&T), DoP&T, North Block, New Delhi.
5. NIC for uploading on the website of Lokpal of India.

BIO-DATA / CURRICULLUM VITAE PROFORMA

(To be submitted in triplicate)

1. Name and Address (in Block letters):	
2. Date of Birth	
3. i) Date of entry into service	
ii) Age as on the closing date of receipt of applications	
4. Education 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	
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.	
<p>*Important: Pay Band & Grade Pay granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the Post held on regular basis to be mentioned. Details of ACP/MCAP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>	

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	FROM	TO
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/ organisation 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 holding a post on deputation outside the Cadre/ organization but still maintaining a lien in his parent cadre/ Organization</p>			

<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>		
<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> <ul style="list-style-type: none"> i. Central Government Ministries/Departments/offices ii. Public Sector Undertakings iii. Statutory Bodies iv. Judicial Bodies v. Quasi-Judicial Bodies. vi. Others vii. 		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>		
<p>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.</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/Interim relief/Other Allowances etc. (with break-up details)</p>	<p>Total Emoluments</p>
<p>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.</p>		

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/Other Allowances etc. (with break-up details)	Total Emoluments
16. 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 supposed 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 the officer / official
- ii) His integrity is certified.
- iii) His/her 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.

Countersigned
(Employer/Cadre Controlling Authority with Seal)