



सत्यमेव जयते

F.No.9/Estt./MWDT/2024/69/57

**MAHADAYI WATER DISPUTES TRIBUNAL**

**MINISTRY OF JAL SHAKTI, GOVERNMENT OF INDIA**

**DEPARTMENT OF WATER RESOURCES, RIVER DEVELOPMENT & GANGA REJUVENATION**

**5<sup>th</sup> Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi-110001. Telephone: 011-23329570, 77**

**Dated : 2<sup>nd</sup> February, 2024**

**VACANCY CIRCULAR**

Mahadayi Water Disputes Tribunal, Ministry of Jal Shakti, Department of Water Resources, RD & GR invites applications from the eligible candidates [serving government employees for selection on deputation basis, retired government employees for selection on re-employment basis and others for selection on direct recruitment basis (wherever applicable)], for filling up the following posts:

S. No.	Name of the Post	No. of Post	Pay Level in Pay Matrix (7 CPC)
1	Registrar	1	Level 12 [ Rs. 78,800 - Rs. 2,09,200 ]
2	Principal Private Secretary	1	Level 11 [ Rs. 67,700 - Rs. 2,08,700 ]
3	Court Master	1	Level 11 [ Rs. 67,700 - Rs. 2,08,700 ]
4	Section Officer	1	Level 8 [ Rs. 47,600 – Rs. 1,51,100 ]
5	Private Secretary	1	Level 8 [ Rs. 47,600 – Rs. 1,51,100 ]

The method of recruitment for the post of Registrar is through deputation (including short term contract) failing which through re-employment. The method of recruitment for the posts mentioned above at Srl. Nos. 2, 3, 4 & 5 is through deputation (including short term contract) failing which re-employment failing which direct recruitment on contract basis. For recruitments on deputation basis, period of deputation/contract including the period of deputation/ contract 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 3 years or till the life of the Tribunal or till further orders whichever is

Contd...2/-

earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years. For recruitments on re-employment basis, the initial appointment shall be for one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed to the post shall cease to hold the post on attaining the age of 65 years. For recruitments on direct recruitment on contract basis (applicable for the posts mentioned at srl. nos. 2 to 5), the maximum age of the applicant should not be more than 45 years as on date of advertisement. A person who is selected for the post on direct recruitment basis will hold the said post on co-terminus basis with the life of the Tribunal and he/she will not have any claim for regular absorption in Government. The initial appointment shall be for one year, likely to be extendable on year to year basis, or till the life of the Tribunal or till further orders whichever is earliest.

Further details of the aforesaid posts along with eligibility criteria, educational qualification and experience etc. required for the same are given in Recruitment Rules annexed to the Vacancy Circular as Annexure-I available on the website of Ministry of Jal Shakti. The applications in the prescribed Proforma (Annexure-II), alongwith copies of the supporting documents, complete in all respects may be sent to the Registrar of Mahadayi Water Disputes Tribunal at the aforesaid address. The last date for receipt of applications in the Office of Mahadayi Water Disputes Tribunal is within 45 days from the date of publication of the advertisement in the 'Employment News'. Applications received after due date, whether by post or any other mode, shall not be entertained.

The vacancy circular along with Annexure-I and Annexure-II can be downloaded from the website of the Ministry of Jal Shakti, Government of India, [www.jalshakti-dowr.gov.in](http://www.jalshakti-dowr.gov.in)

  
(Vijay Kumar Aggarwal)  
Registrar

## Recruitment Rules for the post of Registrar (MWDT)

Name of the post	Number of Posts	Classification	LEVEL in the PAY MATRIX	Whether Selection post or Non-Selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Registrar	1 (one)	General Central Service Group 'A', Ministerial	Level 12 in the 7 <sup>th</sup> CPC PAY MATRIX	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	By Deputation (Including short-term contract); falling which by re-employment	<b>Deputation (including short term contract)</b> Officer under the Central Government/ State Government/ UT Govt. including State Judicial Services/ PSUs/ Autonomous/ Semi-Government/Statutory Organisations etc. <b>(i)</b> having Graduate degree from recognized University or equivalent AND <b>(ii)</b> Holding analogous post on regular basis or holding a post in Level 11 in the 7 <sup>th</sup> CPC Pay Matrix or (or equivalent post in pre-revised scale) with 6 years regular service in the grade AND <b>(iii)</b> having at least 6 years' experience of handling Establishment, Administration or Accounts matters. Preference shall be given to the Law Graduates with knowledge of legal matters and procedures and experience of court proceedings. <b>Note:</b> Period of deputation/ contract including the period of deputation/	Departmental Selection Committee:- 1) Chairman (MWDT) - Chairman 2) Member, MWDT- Member 3) Member, MWDT- Member.  <b>Note:</b> Absence of any member other than Chairman shall not vitiate the proceedings of the Selection Committee.	Not Applicable



Recruitment Rules for the Post of Principal Private Secretary (MWDT)

Name of the post	Number of Posts	Classification	LEVEL in the PAY MATRIX	Whether Selection post or Non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If a Departmental Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Principal Private Secretary	1 (one)	General Central Service Group 'A', Ministerial	Level 11 in the 7th CPC PAY MATRIX	Selection on merit	Up to 45 years as on the date of advertisement of vacancies. Relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.	A Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand	Not Applicable	Not Applicable	By Deputation; failing which by re-employment; failing which by contract (including short-term contract); failing which by Direct recruitment.	<b>Deputation (including short term contract)</b> Officer under the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi-Government/ Statutory Organisations etc. (i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; AND (ii) Holding analogous post on regular basis OR holding a post in Level 10 of the 7 <sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with five years regular service in the grade OR Holding the post in Level 8 of the Pay Matrix (or equivalent in the pre-revised scale) with six years regular service in the grade OR Holding a post in Level 6 of the Pay Matrix (or equivalent in the pre-revised scale) with ten years regular service in the grade.  <b>Note:</b> Period of deputation/ contract including the period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organizations/ Department of the Central Government shall ordinarily not exceed 3 years or till the life of the MWDT or till further orders whichever is earliest. The maximum age limit for	Departmental Selection Committee: - 1) Chairman, MWDT - Chairman. 2) Member, MWDT - Member. 3) Registrar, MWDT - Member.  <b>Note:</b> Absence of any member other than Chairman shall not vitiate the proceedings of the Selection Committee.	Not Applicable

										<p>appointment by deputation including short term contract shall not be exceeding 56 years.</p> <p><b>FAILING WHICH</b></p> <p><b>Re-employment:</b> Officers retired from the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi Govt./Statutory Organisations etc. <b>(i)</b> a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; <b>AND (ii)</b> having held analogous post on regular basis <b>OR</b> having held a post in Level 10 of 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with five years regular service in the grade <b>OR</b> having held a post in Level 8 of 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with six years regular service in the grade <b>OR</b> having a post in Level 6 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with ten years regular service in the grade.</p> <p>Note: Provided that the initial appointment shall be for one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Principal Private Secretary shall cease to hold the post of Principal Private Secretary after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required.</p> <p><b>FAILING WHICH</b></p> <p><b>Direct Recruitment on contract basis:</b></p> <p><b>i)</b> with necessary qualification specified in column 7.</p> <p>The terms &amp; conditions of appointment shall be decided by the Central Government.</p> <p><b>Note:</b> In the case of direct recruitment a person who is selected for the post will hold the said post on co-terminus basis with the life of the Tribunal and he/she will not have any claim for regular absorption in Government.</p>		
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Recruitment Rules for the post of Court Master (MWDT)

Name of the post	Number of Posts	Classification	LEVEL in the PAY MATRIX	Whether Selection post or Non-Selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If a Departmental Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Court Master	1 (one)	General Central Service Group 'A', Ministerial	Level 11 in the 7 <sup>th</sup> CPC PAY MATRIX	Selection on Merit	Up to 45 years as on the date of advertisement of vacancies. Relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard	A Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand	Not Applicable	Not Applicable	By Deputation, falling which by Re-employment; falling which by contract (including short-term contract); falling which by Direct Recruitment.	<p><b>Deputation (including short term contract)</b>                      Officer under the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi- Government/ Statutory Organisations etc. <b>(i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; AND</b>  <b>(ii) Holding analogous post on regular basis OR holding the post in Level 10 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with five years regular service in the grade OR Holding a post in Level 8 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with six years regular service in the grade OR holding the post in Level 6 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with ten years regular service in the grade.</b></p> <p><b>Note:</b> Period of deputation/ contract including the period of deputation/ contract (in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/</p>	Departmental Selection Committee: - 1) Chairman, MWDT - Chairman. 2) Member, MWDT - Member. 3) Registrar, MWDT I - Member  <b>Note:</b> Absence of any member other than Chairman shall not vitiate the proceedings of the Selection Committee.	Not Applicable

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										<p>Department of the Central Government shall ordinarily not exceed 3 years or till the life of the MWDT or till further orders whichever is earliest). The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years.</p> <p><b>FAILING WHICH</b> <b>Re-employment:</b> Officers retired from the Central Government/ State Government/ UT / PSUs/ Autonomous/ Semi Govt./Statutory Organisations etc. <b>(i)</b> A Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand. <b>AND</b> <b>(ii)</b> Having held analogous post on regular basis <b>OR</b> holding the post in Level 10 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with five years regular service in the grade <b>OR</b> a post in Level 8 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with six years regular service in the grade <b>OR</b> holding the post in Level 6 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with ten years regular service in the grade.</p> <p>Provided that the initial appointment shall be for one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Court Master shall cease to hold the post of Court Master after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required.</p> <p><b>FAILING WHICH</b> <b>Direct Recruitment on contract basis:</b></p>		
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										<p>i) With necessary qualifications as specified in Column 7, The terms &amp; conditions of appointment shall be decided by the Central Government.</p> <p>Note: In the case of direct recruitment a person who is selected for the post will hold the said post on co-terminus basis with the life of the Tribunal and he/she will not have any claim for regular absorption in Government.</p>		
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Recruitment Rules for the post of Section Officer (MWDT)

Name of the post	Number of Posts	Classification	LEVEL in the PAY MATRIX	Whether Selection post or Non-Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If a Departmental Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Section Officer	1 (one)	General Central Service Group 'B' Ministerial	Level 8 in the 7 <sup>th</sup> CPC PAY MATRIX	Selection on merit	Up to 45 years as on the date of advertisement of vacancies. Relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard	Not Applicable	Having Graduate degree in any stream from recognized University OR equivalent. Desirable: persons having experience in Establishment Administration and Accounts work in Industrial/ Academic/ Govt. Departments/ Institutions/ organisations of Government establishment.	Not Applicable	By Deputation; falling which by Re-employment falling which by Contract (including short-term contract); falling which by Direct Recruitment.	<b>Deputation (including short term contract)</b>  Officer under the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi- Government/ Statutory Organisations etc. (i) Having a Graduate degree in any stream from recognized University or equivalent  <b>AND</b>  (ii) Holding analogous post on regular basis OR holding the post in Level 6 of the 7 <sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with at least six years regular service. Preference shall be given to persons possessing knowledge of Administrative and Accounts matters of Government establishment.  <b>Note:</b> Period of deputation/ contract including the period of deputation/ contract in another ex-cadre post held immediately preceding this appointment	Departmental Selection Committee:- 1) Member, MWDT - Chairman. 2) Member, MWDT, Member. 3) Registrar, MWDT-Member.  <b>Note:</b> Absence of any member other than Chairman shall not vitiate the proceedings of the Selection Committee.	Not Applicable

									<p>in the same or some other Organizations/ Department of the Central Government shall ordinarily not exceed 3 years or till the life of the MWDT or till further orders whichever is earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years.</p> <p><b>FAILING WHICH</b> <b>Re-employment:</b> Officers retired from the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi Govt./Statutory Organisation etc. <b>(i)</b> Having a Graduate degree in any stream from recognized University or equivalent <b>AND</b> <b>(ii)</b> Having held analogous post on regular basis <b>OR</b> holding the post in Level 6 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with at least six years regular service. Preference shall be given to persons possessing knowledge of Administrative and Accounts matters of Government establishment. Provided that the initial appointment shall be for one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Section Officer shall cease to hold the post of Section Officer after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required.</p> <p><b>FAILING WHICH</b> <b>Direct Recruitment on contract basis:</b></p>		
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											<p>(i) With necessary qualifications as specified in Column 7,</p> <p>The terms &amp; conditions of appointment shall be decided by the Central Government.</p> <p><b>Note:</b> In the case of direct recruitment a person who is selected for the post will hold the said post on co-terminus basis with the life of the Tribunal and he/she will not have any claim for regular absorption in Government.</p>		
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Recruitment Rules for the post of Private Secretary (MWDT)

Name of the post	Number of Posts	Classification	LEVEL in the PAY MATRIX	Whether Selection post or Non-Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualifications Prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If a Departmental Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Private Secretary	1 (one)	General Central Service Group 'B', Ministerial	Level 8 in the 7 <sup>th</sup> CPC PAY MATRIX X	Selection on Merit	Up to 45 years as on the date of advertisement of vacancies. Relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.	(i) Having Graduate Degree from recognized University <b>OR</b> (ii) having a speed of 120 words per minute in shorthand.	Not Applicable	Not Applicable	By Deputation; failing which by re-employment; failing which by contract (including short-term contract); failing which by Direct Recruitment.	<b>Deputation (including short term contract)</b> Officer under the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi-Government/ Statutory Organisations etc. <b>(i) a</b> Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; <b>AND</b> <b>(ii)</b> Holding analogous post on regular basis <b>OR</b> Holding a post in Level 6 of the 7 <sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with six years regular service in the grade. <b>Note:</b> Period of deputation/ contract including the period of deputation/ contract 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 3 years or till the life of the MWDT or till further orders whichever is earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years.	Departmental Selection Committee: - 1) Member, MWDT - Chairman. 2) Member, MWDT - Member. 3) Registrar, MWDT - Member.  <b>Note:</b> Absence of any member other than the Chairman shall not vitiate the proceedings of the Selection Committee.	Not Applicable

									<p><b>FAILING WHICH</b> <b>Re-employment:</b> Officers retired from the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi Govt./Statutory Organisations etc. (i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand. <b>AND</b> (ii) Having held analogous post on regular basis <b>OR</b> Having held a post in Level 6 of the 7<sup>th</sup> CPC Pay Matrix (or equivalent in the pre-revised scale) with six year regular service in the grade. Provided that the initial appointment shall be for one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Private Secretary shall cease to hold the post of Private Secretary after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required.</p> <p><b>FAILING WHICH</b> <b>Direct Recruitment on contract basis:</b> With qualification as specified in Column 7.</p> <p>The terms &amp; conditions of appointment shall be decided by the Central Government.</p> <p>Note: In the case of direct recruitment, a person who is selected for the post will hold the said post on co-terminus basis with the life of the Tribunal and he/she will not have any claim for regular absorption in Government.</p>		
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DATE OF PUBLICATION : 10.02.2024  
LAST DATE FOR RECEIPT OF APPLICATIONS : 26.03.2024

ANNEXURE-II

TO BE FILLED BY THE APPLICANT

APPLICATION FOR THE POST OF \_\_\_\_\_

Mention whether applying on Deputation

OR Re-employment

OR Direct Recruitment on contract basis : \_\_\_\_\_

1. Name :

2. Phone No. & E-mail ID :

3. Date of Birth :

4. Age as on date of Advertisement :

5. A. For application on Deputation basis :-

(i) Name of the parent Department/Office :

(ii) Post held at present on regular basis :  
Pay Level and Basic Pay :

B. For application on Re-employment basis :-

(i) Name of the Department/Office from where :  
retired

(ii) Date of Retirement/Superannuation :

(iii) Post held on regular basis at the time of :  
retirement and Pay Level

(iv) Last Pay Drawn :  
(Please enclose copy of Last Pay Certificate/  
Pension Payment Order)

(iii) Pension without commutation, if any :

Paste  
self attested  
photograph

Contd....2/-

**C. For application on Direct Recruitment basis :-**

(i) Present Employment, if any :

Name of the Department/Office

Designation

6. Service particulars in chronological order point wise :

Sl. No.	Post Held & Office	From	To	Pay Level/ Scale of Pay	Nature of appointment (Substantive / Officiating/ Ad-hoc)	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Contd...3/-

7. Educational Qualification :
8. Whether having mandatory minimum 6 years' experience of handling Establishment, Administration or Accounts matters. Provide specific details thereof (Applicable for the post of Registrar) :
9. If Law Graduate, whether having knowledge of legal matters and procedures and experience of court proceedings. Provide specific details thereof (Applicable for the post of Registrar) :
10. Whether possessing knowledge of Administrative and Accounts matters of Government establishment. Provide specific details thereof (Applicable for the post of Section Officer) :
11. Speed of Shorthand (English) :  
(Applicable for the posts of Principal Private Secretary, Court Master, Private Secretary)
12. Experience/Training undergone :
13. Knowledge of Computer :

Contd...4/-



14. Permanent address :

15. Present address :

16. Any other information if any :

17. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and I shall not withdraw my candidature after selection.

18. Signature of the applicant with date

19. (If applying on Deputation basis)

TO BE FILLED BY THE FORWARDING AUTHORITY:

It is certified that particulars given above are correct; Candidature of Mr./Ms. \_\_\_\_\_ after selection shall not be withdrawn and the officer will be relieved for appointment on deputation basis.

His/her application is forwarded along with

(i) Vigilance Clearance Certificate and

(ii) C.R. dossiers (last 5 years)

(if not enclosed, please mention time by which these documents will be sent by the Department):

Signature  
Name and Designation  
Department (of the forwarding officer)  
With Date & Official Seal.