



<p>भारत सरकार (पत्तन, पोत परिवहन और जल मार्ग मंत्रालय) दीपस्तंभ और दीपपोत निदेशालय “दीप भवन” जी एम सी स्टेडियम के पास, बम्बोलिम, तिसवादी, उत्तर गोवा गोवा - 403202 फोन सं: 0832 2953115 ईमेल : dte-goa@gov.in</p>	 	<p>Government of India (Ministry of Ports, Shipping & Waterways) Directorate of Lighthouses and Lightships, “Deep Bhavan” Near GMC Stadium, Bambolim, Tiswadi, North Goa Goa – 403202 PH No: 0832 2953115 email : dte- goa@gov.in</p>
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Date of Publication.....

Date of closing : 30 days from the publication
of advertisement.

EMPLOYMENT NOTICE NO. 01/2022

Applications are invited in the prescribed format as enclosed (on a good quality A-4 size paper using one side only) from eligible Indian Nationals for the following post in the Directorate of Lighthouses and Lightships Goa. Applications completed in all respect along with required enclosures should reach 30 days from the date of publication of this advertisement in Employment News by speed post or registered post to "The Director, Directorate of Lighthouses and Lightships, 'Deep Bhavan', Near GMC Stadium, Pin 403 202, Goa.

Sl. No.	Name of the post	Classification	Pay Scale	No. of Vacancies					Normal Age
				UR	ST	EWS	SC	Total	
1	Navigational Assistant Grade-III	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1 5200 – 20200 plus GP 2800(Pre-revised) Revised Level-5 (29200-92300) in the Pay Matrix	02	-	01		03	18-27 years

i) EDUCATIONAL AND OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITMENT:

Essential

NAVIGATIONAL ASSISTANT GRADE-III
<p>Essential:-</p> <p>Diploma in Electronics or Telecommunication or Electronics and Communication or Electrical and Electronics from a institution recognized by Central Government or State Government.</p> <p>Desirable:-</p> <p>One year practical experience in the field of wireless communications(including installation and maintenance of wireless transmitters and receivers) or Aids to Navigation(including visual and Radio aids to Navigation), Automatic relay systems or diesel generator sets.</p>

ii) AGE LIMIT:

- (a) The lower and upper age limit indicated will be reckoned as on closing date. The crucial date of determining the age limit shall be the closing date for receipt of applications from candidates in India. The upper age limit is relaxable as under subject to submission of requisite certificate.
- (b) The upper age limit relaxation for other categories like Ex-Servicemen, Physically Handicapped candidates etc will be as per the admissible Rule of Govt. of India for the recruitment to the post as on closing date.
- (c) For Govt. Servants it is up to 40 years in case of general (as per DOPT OM)
- (d) No age relaxation is allowed to OBC & SC/ST candidates applying against unreserved vacancies.

iii) HOW TO APPLY:

- (a) The application format as per Annexure — 1 (which can be downloaded from the *above website*) should be filled by the candidate in his/her own handwriting with blue or black ball point pen (not in pencil, fountain pen or gel pen) dated and signed. Only international numerical i.e. 1, 2, 3 etc. should be used. The application form should be filled strictly observing all the instructions given in the Employment Notice. The candidate should affix his/her normal signature in the application form. Application signed in capital/spaced out letter will be treated as invalid.
- (b) The candidate's Name, Address with Pin Code, Date of Birth, Fathers Name and nearest Railway Station should be written legibly in English in bold capital letters.
- (c) Photographs: One recent (not earlier than three months from the date of application) colour photograph of size 3.5 cm x 3.5 cm with clear visibility of face and a portion of shoulder should be pasted on the application form in the space provided. The back ground of the photo with white or light colour is more preferable. The face should be at the centre of the photography. The eyes shall be clearly visible in photo. Photo with Cap /Hat and photos taken head covered with clothes (except which is related to religious vow) and photos with goggles, and photos with partial visibility of face are not accepted. Those who are using spectacles for vision correction should take the photo wearing the spectacles. Xerox copy of photograph is not permitted. The candidate should sign in the space provided in the box below photograph (automatically appear in case of online application). One identical extra colour photograph should be enclosed with the application, indicating candidate's name and category on the reverse of the photograph. Candidate may note that the Director of Lighthouses and Lightships (DLL) may reject at any stage for pasting old / unclear photograph on the application or for any *significant* variations between photographs pasted in the application and the actual physical appearance of the candidate.
- (d) Applications which are not in prescribed format, illegible, incomplete, unsigned, signed in capital letters, without colour photo of candidate and the application received after closing date of Centralized Employment Notice are liable to be rejected.
- (e) The envelope containing the application should be clearly super-scribed "**Application for the post of Navigational Assistant Grade -III**, Employment Notice No. 01/2025.

iv) GENERAL INSTRUCTIONS

- (a) Before applying for the post, the candidate should ensure that he/she fulfills all the eligibility norms. The candidate should have the requisite Educational/Technical qualification from recognized University/Institute as on the closing date of application. Those awaiting results of the final examination need not apply.
- (b) Candidate may apply offline only and should fill up the application in his/her handwriting and must sign at the prescribed places. Application should be in good quality A-4 size paper using one side only. Employment News or any Newspaper cutting should not be used as application. The candidates purchasing printed application from the market should ensure that it conforms to the prescribed format published in the Employment Notice. The candidate can also download the application format from the website. The candidates who submit application offline should send their application sufficiently in advance before the closing date. The DLL will not be responsible for any postal delay/wrong delivery at any stage of the selection process.

- (c) The candidates are required to sign in English or Hindi in the prescribed places provided in Application Form. The signature on Application Form, Information Sheet, Answer Sheet, Question Booklet and other places should be identical. The signature must be in running hand and not in block capital or disjointed letters. Signature at the time of application, written examination and document verification in different style or language may result in cancellation of candidature.
- (d) Candidate submitting more than one application for the post will be summarily rejected.
- (e) Candidate should note that only the Date of Birth as recorded in the Matriculation / Higher Secondary School Examination Certificate or an equivalent Certificate as on the date of submission of application will only be accepted.
- (f) The number of vacancies indicated in the Employment Notice is provisional and may increase or decrease depending upon the actual needs of the administration. The administration also reserves the right to cancel the notified vacancies at the discretion and such decision will be final and binding on all.
- (g) The candidates who fulfill the requirements as per Recruitment Rule shall be called written examination. All unsuccessful candidates shall be eliminated at this stage and will not be allowed to appear for further selection process. Only successful candidates shall be called for next stage of selection process.
- (h) Date of written examination will be intimated to the candidates by post. Centre for Examination will be indicated on the admit card. The Examination Centre will not be changed under any circumstance. The authority will not be responsible for any delay / wrong delivery of call letters. The candidates are advised to visit the website from time to time.
- (i) The candidates who are successful in the written examination will be called for interview. No TA or other expenses will be admissible to the candidates for appearing in the written examination/interview except to unemployed ST and Person with Disability candidates who will be reimbursed the fares as admissible under the Rules for interview.
- (j) Emoluments on initial appointment will be minimum in the pay band plus grade pay plus other allowances as applicable at that time.
- (k) While all candidates irrespective of community may be considered against UR vacancies. However, against the vacancies earmarked for specific community, only candidates belonging to that community will be considered. For this purpose, candidates should furnish necessary Certificate from competent authorities.
- (l) Candidate who wishes to be considered against vacancies reserved and / or seek age relaxation must submit requisite certificate from the competent authority. Otherwise, their claim for reserved status will not be entertained and the candidate / application of such candidate fulfilling all eligibility conditions for General (UR) category will be considered under General /UR) category only.
- (m) Final selected candidates are supposed to serve at Directorate or any Light house station including remote and island locations and liable to be transferred anywhere in India away from the headquarters.

v) ENCLOSURES:

The following enclosures as applicable to each individual candidate should be firmly stitched along with the application in given order:

- (a) Application form in prescribed format (as given in Annexure — 1)
- (b) One copy of identical passport size colour photograph firmly stitched to the application (apart from one copy pasted in the in the application).
- (c) Gazetted Officer Attested copy of Matriculation / Higher Secondary School Examination Certificate or an equivalent Certificate indicating date of birth.
- (d) Gazetted Officer Attested copy of educational, and/ or technical qualification prescribed for the post.
- (e) Gazetted Officer Attested copy of the mark list of educational, and/ or technical qualification.
- (f) Disability Certificate by persons with disabilities in prescribed format for appointment of posts under Govt. of India (as given in Annexure — 3)
- (g) Ex-Servicemen candidate should submit self attested Photostat copy of the discharge certificate. They should also enclose the appropriate certificate issued by the competent authority for the equivalence of their educational / technical qualification.
- (h) NO OBJECTION CERTIFICATE from the competent authority, if already employed in any Government Department / Public Sector undertakings.
- (i) Gazetted Officer Attested Photostat copy of requisite certificates in case of candidate claiming any other type of age relaxation.

vi) INVALID APPLICATION:

Candidates are required to read all the instructions thoroughly before applying and sending their application to the DLL. Their applications are likely to be rejected on one or more of the following reasons.

- (a) Applications received before the date of publication of the Notification and application received after the closing date of Centralized Employment Notification.
- (b) Application not in prescribed format
- (c) Application without signature or signature done in capital letters or different type of signature at different places of the application.
- (d) Application which are illegible and incomplete.

(e) Copies of requisite certificate not enclosed.

- (i) Gazetted Officer Attested Certificate of date of birth i.e. Matriculation / High School Exam or equivalent certificate.
- (ii) Gazetted Officer Attested Educational and / or and / or technical qualification prescribed for the post.
- (iii) Gazetted Officer Attested copy of the mark list of educational, and / or technical qualification.
- (iv) Gazetted Officer Attested Community certificate for ST
- (v) Gazetted Officer Attested Discharge Certificate of Ex-Servicemen Candidate
- (vi) Gazetted Officer Attested Disability Certificate for persons with disabilities

(f) Do not possess the prescribe qualification for the post on the date of application.

(g) Over aged or under aged or Date of Birth not filled or wrongly filled.

(h) Double or multiple applications submitted.

(i) Applications without colour photo or photo with cap, wearing goggles, disfigured, unrecognizable or scanned or Xerox copy.

(j) More than one application in single envelope.

(k) Any other irregularities which are considered invalid.

vii) SERVING EMPLOYEES:

Candidates serving in any Government Department or Public Sector Undertaking should apply through proper channel or should apply directly to the DLL with NO OBJECTION CERTIFICATE from the employer to avoid delay. The last date of receipt of application will not be extended on account of any delay in transmitting the application by the concerned office. Advance copy of the application without NO OBJECTION CERTIFICATE will not be entertained. Application received after closing date and time will also not be accepted.

viii) SELECTION CRITERIA FOR THE POST:-

Written test for 100 marks comprising of General Knowledge, General Intelligence, Current affairs, General English/Hindi and elementary mathematics is in the level of Secondary/Diploma. The successful candidates from written test will be eligible for further selection process, like physical test and interview etc.

ix) BRIEF DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES OF THE POST

NAVIGATIONAL ASSISTANT GRADE-III
1. Operation and maintenance of all Aids to Marine Navigation equipment(Electrical & Electronics, AMF Panels and other control units, inverters, UPS battery).
2. Watch keeping of light and up keeping of Lighthouses
3. Any other works assigned by the superior or higher authorities

x) MISCELLANEOUS:

- (a) The entire Employment Notice along with all Annexure will also be available on the website **www.dgll.gov.in** and **www.ncs.gov.in** Candidates can print the application forms along with annexure and can be used for sending application to DLL.
- (b) All enclosure should be in English or Hindi only. Where certificate are not available in English/Hindi, self attested translated version (in English / Hindi) should be enclosed. The application without the requisite enclosures will be rejected. Any of the above enclosures sent separately will not be entertained.
- (c) DLL reserves the right to reject the candidature of any applicant at any stage in the process of recruitment if any irregularities / deficiency is notice in the application.
- (d) The centre for examination allotted by the DLL will be final and binding. DLL reserves the right to conduct additional written examination/document verification at any stage. DLL also reserves the right to cancel part or whole of any recruitment process at any stage without assigning any reason thereof.
- (e) The decision of the DLL in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of written examination, allotment of written examination centre, selection, allotment of posts to selected candidates etc. will be final and binding on the candidate and no enquiry or correspondence will be entertained by the DLL in this regard.
- (f) Candidates finally selected are liable to be posted anywhere in India.
- (g) The DLL is not responsible for any in advertent error.
- (h) Any legal issues arising out of this Centralized Employment Notice shall fall within the legal jurisdiction of in Goa only.
- (i) In the event of any dispute about interpretation, the English version will be treated as final.

xi) IMPERSONATION / SUPPRESSION OF FACTS / WARNING

- (a) No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Otherwise, the candidate will be debarred for examinations as well as debarred from any appointment in Government services. In addition, legal action will be taken against the candidate.
- (b) Any material suppression of facts or submitting forged certificate / caste certificate by a candidate for securing eligibility and / or obtaining privileges shall lead to rejection of his/her candidature for the particular recruitment for which he/she is applied. Further, legal action can be initiated, if warranted.
- (c) Any candidate found using unfair means in the examination or sending someone else in his/her place to appear the examination will be liable to be prosecuted by lodging FIR.
- (d) Furnishing of any false information or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing any selection or examination for appointment to any other Government service and if appointed the service of such candidate is liable to be terminated.

xii) WARNING

Beware of Touts and job racketeers trying to deceive you false promises of securing job either through influence or by use of unfair and unethical means. DLL has not appointed any agent(s) or centre(s) far action on its behalf. Candidates are warned against any such claims being madly by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and not fall in their trap. Candidates attempting to influence DLL directly or indirectly; shall be disqualified and legal action can be initiated against them.

ANNEXURE - I

APPLICATION FOR THE POST OF NAVIGATIONAL ASSISTANT GRADE-III

FILL UP THE APPLICATION IN CAPITAL LETTERS IN OWN HANDWRITING.
 Except Signatures in places indicated & where it should not be in capital letters.
 Candidates are advised to go through the instruction before the submission of application
 (All applications must be submitted in A4 size good quality paper only)

Control No. (for Office)

Paste (Do not staple) here your recent colour passport size photographs of size 3.5 cm x 3.5 cm (Not more than 3 months old) Not to be attested

1. Name of Candidate :

2. Father / Husband Name :

Signature of candidate below the Photograph

3. Address :
 (for communication)

4. Permanent Address :

5. Nearest Railway Station :

6. Contact Mob. : + 9 1 T E L

7. E-mail :

8. Gender (Tick 'X') Female Male

9. Religion : Hindu Muslim Christian Others

10. Date of Birth (DD/MM/YYYY):

11. Age as on 31/10/2022 : Years Months Days

12. Are you (i) Govt. Employee : Yes No (ii) Ex-Servicemen Yes No

(iii) Physically Handicapped Yes No if, YES VH OH HH

13. Visible Mark of Identification on Body :

14. Qualification: (Fill in only those qualifications prescribed for the posts applied for)

(a) Academic	Qualification	University / Board	Year of Passing	Subjects	Marks %
SSC/X/Matric					
Higher Secondary/ XII/ Inter					

(b) Technical	Qualification	University / Board	Year of Passing	Discipline	Marks %
ITI					
Diploma					
Others					

16. Details of previous & present employment held (in chronological order starting from present position backwards) (Attach separate sheet, if required).

Name & Address of Employer	Designation & Scale	Date from	Date to

17. Ex-Servicemen (Ex-SM)

Date of Enrolment	Date of Attestation	Date of Discharge	Length of Service

18. Document attached in proof of: Indicate ('X') in relevant boxes indicated below

<input type="checkbox"/> IPO /DD	<input type="checkbox"/> Matric/SSLC Certificate (for DOB proof)	<input type="checkbox"/> Qualification Certificate
<input type="checkbox"/> Mark list	<input type="checkbox"/> Discharge Certificate for EX-SM	<input type="checkbox"/> Disability Certificate -PWD
<input type="checkbox"/> Community Certificate (for SC/ST/OBC)	<input type="checkbox"/> No Objection Certificate (for Govt./ PSU employees)	<input type="checkbox"/>

19. If selected minimum time for joining :

20. Have you ever been detained in police custody? Or convicted by Court of Law? Or any criminal case is pending or contemplated by court of law? If any of this is Yes give complete details thereto on separate paper

No Yes

21. **Declaration:**

"I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statement is found untrue during any stage of recruitment or thereafter, shall disqualify me for the post and I shall be liable for any action under the extant rules" and my services are liable to be terminated without giving any notice or reason thereof.

Date :

Place :

Signature of the candidate

FORM OF CASTE CERTIFICATE FOR SC/ST**The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter* of Shri _____ of village/Town* _____ in District/ Division* _____ of State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* Under:-

The Constitution (Scheduled Castes) Order, 1950* The Constitution (Scheduled Tribes) Order, 1950*

The Constitution (Scheduled Castes) (Union Territories) Order, 1951* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951*

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North- Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976]

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956*

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959* as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962

The Constitutions (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962@ _____

The Constitution (Pondicherry) Scheduled Castes Orders, 1964@ _____

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967@ _____

The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968@ _____

The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968@ _____

The Constitution (Nagaland) Scheduled Tribes Order, 1970@ _____

The Constitution (Sikkim) Scheduled Castes Order, 1978@ _____

The Constitution (Sikkim) Scheduled Tribes Order, 1978@ _____

The Constitution (Jammu & Kashmir) Scheduled Tribe Order, 1989@ _____

The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990@ _____

The Constitution (Scheduled Tribe) Orders (Amendment) Ordinance 1991@ _____

The Constitution (Scheduled Tribe) Orders (second Amendment) Act 1991@ _____

The Constitution (Scheduled Tribe) Orders (Amendment) Ordinance 1996

The Constitution Scheduled Castes & Scheduled Tribe Orders (Amendment) Act

2002 The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

The Constitution (Scheduled Caste Orders (second Amendment) Act 2002

Applicable in the case of Scheduled Castes, Scheduled tribe persons who have migrated from one State/Union territory Administration.

% This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to

Shri/Shrimati * _____ Father/Mother* _____ of Shri/Shrimati/Kumari

* _____ of village/Town* _____ in District/ Division*

_____ of State/Union Territory* _____ who belong to

the _____ Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* in the state /Union territory issued by _____ dated _____

% Shri/Shrimati/Kumari * _____ and/or his/her* family, reside(s) in village/town*

_____ of _____ District/Division* of the State/Union Territory* of _____.

Signature _____

Place _____

Date _____

** Designation _____

(with seal of Office)

* Please delete the words which are not

applicable. @ Please quote specific

presidential order

% Delete the Para which is not applicable

Note : The term "ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities competent to issue Caste/Tribe certificates:

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- ii. (not below the rank of Ist class Stipendiary Magistrate)
- iii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iv. Revenue Officers not below the rank of Tehsildar.
- v. Sub-Divisional Officer of the area where the candidate and/ or his family normally reside(s).
- vi. Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

Note :- ST candidates belonging to Tamil Nadu state should submit caste certificate only from **The Revenue Divisional Officer**

**The form of certificate to be produced by Physically Handicapped
candidates applying for appointment to posts under the
Government of India**

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No.....

Date:

DISABILITY CERTIFICATE

Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board

This is certified that Shri/Smt./Kum.son/wife/daughter of Shri..... age sex
..... identification mark(s).....is suffering from permanent disability of following category :

A. Locomotor or Cerebral Palsy:

- (i) BL—Both legs affected but not arms
- (ii) BA—Both arms affected (a) Impaired reach
- (b) Weakness of grip
- (iii) BLA—Both legs and both arms affected
- (iv) OL—One leg affected (right or left) (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic
- (v) OA—One arm affected (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic
- (vi) BH—Stiff back and hips (cannot sit or stoop)
- (vii) MW—Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B—Blind
- (ii) PB—Partially blind

C. Hearing impairment:

- (i) D—Deaf
 - (ii) PD—Partially deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of.....years months.*

3. Percentage of disability in his/her case isPercent.

4. Shri/Smt./Kummeets the following physical requirements for discharge of his/her duties:—

- (i) F—Can perform work by manipulating with fingers. Yes/No
- (ii) PP—Can perform work by pulling and pushing Yes/No
- (iii) L—Can perform work by lifting. Yes/No
- (iv) KC—Can perform work by kneeling and crouching. Yes/No
- (v) B—Can perform work by bending. Yes/No
- (vi) S—Can perform work by sitting. Yes/No
- (vii) ST—Can perform work by standing. Yes/No
- (viii) W—Can perform work by walking. Yes/No
- (ix) SE—Can perform work by seeing. Yes/No
- (x) H—Can perform work by hearing/speaking. Yes/No
- (xi) RW—Can perform work by reading and writing. Yes/No

(Dr.....)

Member

Medical Board

Countersigned by the Medical
Superintendent/CMO/Head of
Hospital (With seal)

(Dr.....)

Member

Medical Board

(Dr.....)

Chairman

Medical Board

* Strike out whichever is not applicable.

**The form of certificate to be produced by Government servants for claiming
Age concession (Letter Head of the Institution/Issuing
Authority)**

This is to certify that Shri/Ms.....S/o,D/o,W/o
Shri..... is a regularly appointed an employee of this
Organization/Department/Ministry and duties performed by him/her during the

period(s) are as under (Short description of duties performed)

Certified that:

*(a) Shri/Shrimati/Kum. holds substantively a permanent post of.....in the
Office/Department ofwith effect from *(b) Shri/Smt./Kum.
..... has been continuously in temporary service on a regular basis under the Central
Government in the post of.....in the Office/Department.....with effect
from.....

Signature.....
Name.....
Designation
Ministry/Office.....
Address.....

Place:

Date:

Office SEAL.....