



# JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur -302005

Website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in) Email: [jmrc.dgmhr@gmail.com](mailto:jmrc.dgmhr@gmail.com)

No. F.1 (33)/JMRC/DCA/HR/SS/2013-14/6349

Dated: 30<sup>th</sup> December, 2013

## VACANCY CIRCULAR

### INVITING APPLICATIONS FOR DEPUTATION

Jaipur Metro Rail Corporation Ltd. (JMRC), a Government of Rajasthan Undertaking registered under the Companies Act, 1956, is implementing Metro Rail Transit System in Jaipur and is currently in the process of recruiting staff for the Operation & Maintenance of its first line scheduled to be commissioned in June 2014.

Through this circular, JMRC *seeks applications for deputation* from amongst the employees of Indian Railways and its subsidiary/sister concerns, Metro Rail Corporations or any Ministry, Department, Office, Undertaking, Board or Organisation of the Central Government or a State Government. The list of vacant posts to be filled, along with details of pay, qualification and experience for each post, is enclosed as **Annexure-I**.

Selection for appointment to the posts shall be made from amongst the applicants who possess requisite qualification and experience for the post as on the Last Date for Receipt of Applications and hold lien on a regular post in the parent department/organization. The process of selection from amongst those who apply for deputation is called special selection and is described in the JMRC Recruitment Rules, 2012, hosted on JMRC website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in) For ready reference, extracts of the Rules specially relevant to deputation/ special selection are enclosed as **Annexure – II**.

The officers selected and appointed on deputation in JMRC through this process of special selection shall draw the same pay and the same grade pay, which they may be drawing (in the substantive or officiating capacity) in the Running Pay Band with Grade Pay prescribed for the post held by them immediately before appointment in the Corporation. The next date of increment shall also remain unchanged. However, they shall be paid a special allowance at the rate of 15% of the basic pay during their tenure in JMRC. Other allowances, honoraria and reimbursements shall be admissible as provided in Chapter IX of the JMRC Recruitment Rules, 2012, subject to terms of deputation.

The tenure of officers selected through this process shall ordinarily not exceed three years and may be extended for further term not exceeding one year at a time but in no case the total tenure shall exceed five years or extend beyond the date of superannuation in the parent department/ organisation.

It is requested that this letter may be widely circulated among the organizations /staff under your jurisdiction and **applications** (in the prescribed proforma enclosed as **Annexure – III**) of eligible officers who are willing to work on deputation in Jaipur Metro for a period of 3 to 5 years **may be forwarded to The Chairman & Managing Director, Jaipur Metro Rail Corporation Ltd., Khanij Bhawan, Tilak Marg, Jaipur – 302005, so as to reach JMRC** on or before **20.01. 2014**. While doing so, the forwarding authorities may fill in Part B of the application and enclose applicant's annual confidential reports/ performance appraisal reports (or attested copies thereof) for the last five years.

In cases where an applicant anticipates delay in forwarding of his/her application through proper channel, he/she is welcome to send an advance copy of Part A of the application so as to reach JMRC on or before **the Last Date for Receipt of Applications, i.e., 20.01. 2014**. However, in such cases, it would be incumbent upon the applicant to ensure that his/her complete application (including Part B thereof), duly certified and forwarded by the Cadre Controlling Authority, reaches JMRC on or before the date of interview. Those whose applications are not so forwarded or who do not produce clearance of the Cadre Controlling Authority may not be interviewed, and if interviewed, may not be considered for selection/ appointment.

Any corrigendum/ addendum/ clarification that may be issued in relation to this circular will be posted on JMRC website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in)

For any queries, JMRC can be contacted at [jmrc.dgmhr@gmail.com](mailto:jmrc.dgmhr@gmail.com)

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(Nihal Chand Goel)

Chairman and Managing Director

To

1. Secretaries of all Ministries/ Departments of Government of India.
2. Chief Secretaries of all States/ Union Territories.
3. Member (Engg.)/Member (Staff)/ Secretary, Railway Board, Ministry of Railways.
4. General Managers/ CPOs of all Zonal Railways.
5. Managing Directors of all Metro Rail Corporations.
6. All Departments/ Offices/ Undertakings/ Boards/ Organisations under Government of India or State Governments.

**List of Vacant Posts  
To be filled by deputation through special selection**

S N.	Name of post, Pay Band, Running Pay Band and Grade Pay	Qualification and Experience <sup>1</sup>	Number of Vacant Posts <sup>2</sup>
1.	<p><b>General Manager (Project Coordination)</b></p> <p>Pay Band: 3</p> <p>Running Pay Band: Rs. 15600-39100</p> <p>Grade Pay: Rs. 7600/-</p>	<p>An officer with a Degree in Engineering in Civil from a recognized University (or equivalent Engineering qualification)</p> <p><b>with</b></p> <p>a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects</p> <p><b>and</b></p> <p>working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.</p>	1
2	<p><b>General Manager (Finance)</b></p> <p>Pay Band: 3</p> <p>Running Pay band: Rs. 15600-39100</p> <p>Grade Pay: Rs. 7600/-</p>	<p>An officer of Rajasthan Accounts Service (RACS)</p> <p><b>with</b></p> <p>a total experience of 12 years in the Service, preferably with an experience of 2 years in a public sector undertaking / statutory corporation</p> <p><b>and</b></p> <p><del>working in equivalent and/or immediate lower grade pay for a total minimum period of 5 years.</del></p> <p><u>*Working in equivalent or immediate lower grade pay for a minimum period of 5 years.</u></p>	1
3.	<p><b>Joint General Manager (Civil)</b></p> <p>Pay Band: 3</p> <p>Running Pay Band: Rs. 15600-39100</p> <p>Grade Pay: Rs. 6600/-</p>	<p>An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification)</p> <p><b>with</b></p> <p>a total experience of 9 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects</p> <p><b>and</b></p> <p>working in equivalent or immediate lower grade pay.</p>	1

\* Pl. see corrigendum dated 16/01/2014.

<sup>1</sup> The cut-off date for determining eligibility w.r.t qualification and experience shall be the Last Date for Receipt of Application i.e. 20.01.2014

<sup>2</sup> Number of Post and vacancy indicated herein are provisional and subject to increase/decrease as per requirement of JMRC.

**List of Vacant Posts  
To be filled by deputation through special selection**

S N.	Name of post, Pay Band, Running Pay Band and Grade Pay	Qualification and Experience	Number of Vacant Posts
4.	<b>Private Secretary</b>  Pay Band: 3  Running Pay Band: Rs. 15600- 39100 <b>Grade Pay:</b> Rs. 6000/-	An employee in Grade Pay of Rs. 6000/- or immediate lower grade pay of the rank of Private Secretary (PS)/ /Sr.PA or PA or equivalent level, from any Department/ PSU/ Board/ Organisation of Government of India/ State Governments.	4
5.	<b>Deputy General Manager (HR)</b>  Pay Band: 3  Running Pay Band: Rs. 15600-39100  Grade Pay: Rs. 5400/-	An officer having a Master Degree in Business Administration from a recognised University (or equivalent Management qualification) <b>with</b> a total experience of 7 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.	1
6.	<b>Manager (Rolling Stock)</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800  Grade Pay: Rs. 4800/-	An officer having Degree in Engineering in Electrical / Mechanical/ Electronics/ Electronics & Communication from a recognised University (or equivalent Engineering qualification) <b>with</b> a total experience of 1 year in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments <b>and</b> working in equivalent or immediate lower grade pay.	2
7.	<b>Travelling Inspector of Accounts</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800 Grade Pay: Rs. 4800/	A Travelling Inspector of Accounts (TIA) of Indian Railways or its subsidiary/sister concerns or Metro Rail Corporations of Government of India/ State Governments <b>and</b> having an experience of at least 3 years.	1
8.	<b>Tehsildar</b>  Pay Band: 2  Running Pay Band: Rs. 9300-34800 Grade Pay: Rs. 4800/-	An officer of Rajasthan Tehsildar Service (RTS) working in Government of Rajasthan and having an experience of at least 5 years.	1

**List of Vacant Posts  
To be filled by deputation through special selection**

S N.	Name of post, Pay Band, Running Pay Band and Grade Pay	Qualification and Experience	Number of Vacant Posts
9.	<p><b>Section Engineer (Civil)</b></p> <p>Pay Band: 2 Running Pay Band: Rs. 9300-34800</p> <p>Grade Pay: Rs. 4200/-</p>	<p>An officer having Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification)</p> <p><b>and</b></p> <p>working in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments</p> <p><b>with</b></p> <p>2 years experience in equivalent or immediate lower grade pay.</p>	1
10.	<p><b>Patwari / Ameen</b></p> <p>Pay Band: 1 Running Pay Band: Rs. 5200-20200</p> <p>Grade Pay: Rs. 2400/-</p>	<p>An employee working as Patwari/ Ameen in Government of Rajasthan.</p>	1
<b>Total No. of vacancies</b>			<b>14</b>

**JMRC RECRUITMENT RULES, 2012<sup>3</sup>**  
**EXTRACTS OF RULES SPECIALLY RELEVANT TO DEPUTATION/ SPECIAL SELECTION**

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## **CHAPTER IV – METHODS OF RECRUITMENT**

### **4.1 By Special Selection**

The Corporation may fill in a post temporarily by appointing thereto an employee of the Central or State Governments or a Government Undertaking, Board or Organisation of the Government of India/State Governments on deputation, by special selection.

## **CHAPTER VII – STRUCTURE OF POSTS**

### **7.4 Qualification**

- (iv) In the case of an applicant possessing higher academic qualification than that prescribed for the post, relaxation in the prescribed length of experience for that post may be given by the Appointing Authority.

### **7.6 Cut off Date for Eligibility**

The cut-off date for determining eligibility with respect to age shall be the first day of January next following the last date stipulated for submission of Applications for the post applied for. The cut-off date for determining eligibility with respect to qualification, experience, etc. shall be the last date stipulated for submission of Applications for the post applied for.

## **CHAPTER VIII – GENERAL CONDITIONS OF RECRUITMENT**

### **8.1 Age**

- 2) For Special Selection - The maximum age for entry into the service of the Corporation by Special Selection shall be two years less than the age of superannuation in the parent department/organisation and the tenure of service shall not in any case extend beyond the superannuation age as applicable in the parent department/organisation.
- 4) The age of entry for Special Selection posts may be relaxed by the Managing Director in exceptional circumstances, but in no case beyond the date of superannuation in the parent department/organisation.

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<sup>3</sup> Full version of JMRC Recruitment Rules,2012 is available on JMRC website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in)

## CHAPTER IX – PAY AND ALLOWANCES

### 9. Pay and Allowances

The pay structure of the employees shall consist of pay in the Running Pay Band & Grade Pay and other allowances as approved by the Board of Directors from time to time.

The employees duly appointed after regular selection in accordance with the provisions of the relevant rules of the Corporation shall be entitled to pay and other allowances as per rules of the Corporation as approved by the Board of Directors.

Those employees whose services have been taken on deputation and/or opt for absorption in the Corporation shall be entitled to pay and allowances as per rules and regulations of their parent department/organisation, or as per terms and conditions of deputation mutually agreed upon.

**Clarification:** Those employees whose services have been taken on deputation, by special selection, will be paid special allowance at the rate of 15% of the basic pay as provided in Chapter XI of these rules, in addition to the allowances that these employees are entitled to as per rules and regulations of their parent department/organization and form part of terms and conditions of deputation mutually agreed upon and other allowances provided under rules of the Corporation, but no similar or substitute allowance provided in these rules or other rules applicable to the employees of the Corporation and no deputation allowance shall be payable in their case.

#### 9.1 Pay

Basic Pay shall consist of pay in the Running Pay Band and Grade Pay, but shall not include Personal Pay/ Special Pay/ any other type of pay. Running Pay Band and Grade Pay for different posts shall be as given in the Schedule appended to these rules.

#### 9.2 Allowances

Allowances admissible other than pay shall be as under [subject to the limits and conditions given in the Rules]:

- a) Dearness Allowance
- b) City Compensatory Allowance
- c) House Rent Allowance
- d) Compensatory Allowances Admissible for working on Gazetted/ National

- Holidays
- e) Hard Duty Allowance
- f) Night Duty Allowance
- g) Deputation Allowance
- h) Washing Allowance
- i) Dual Duty Allowance

### **9.3 Honorarium and Reimbursement of Expenses**

Following reimbursements shall be admissible to the employees of the Corporation [subject to the limits and conditions given in the Rules]:

- a) Reimbursement of Landline Telephone & Mobile
- b) Reimbursement of Newspapers/ Periodicals Expenses
- c) Honorarium
- d) Special Conveyance Allowance for Physically Challenged
- e) Reimbursement of Medical Expenses

### **9.4 Special Pay Packages**

Suitable persons may be recruited on Special Pay Packages which may be higher than the ones outlined in the structure so that suitable candidates are available for running the metro in time as well as successfully. For this purpose a five member committee comprising Chairman, MD, one Member of the Board of Directors, Director (Finance), and one other Director as nominated by Chairman will be authorised under the rules to take suitable decisions regarding pay packages. Also, if suitable candidates are not available on special selection/deputation on any post, then the aforesaid committee will be authorised to select exceptional candidates at the pay scale/grade pay next above their existing pay scale/grade pay. The pay scale/grade pay so granted must not be higher than that of any superior post in the relevant Division.

## **CHAPTER XI -PROCEDURE FOR RECRUITMENT BY SPECIAL SELECTION**

11. The procedure and conditions of service for appointment by Special Selection of persons shall be:

### **11.1 Applicability**

These provisions will be applicable for posts as indicated in the Schedule appended to these rules.

### **11.2 Tenure**



- a) The posts enumerated in the Schedule appended to these rules, shall be held by an officer for a tenure ordinarily not exceeding three years which may be extended by the Appointing Authority for further term not exceeding one year at a time but the total tenure shall not exceed five years in any case.

Provided that such extension shall not be beyond the date of his/her retirement according to the condition of service of his/her parent Department/service.

The officer so appointed shall not be reverted to the parent cadre or permitted to go to any other post before completion of tenure of two years. However, the Managing Director reserves the right to revert back any officer so appointed under these rules before completion of such tenure period without assigning any reasons.

- b) In case of reversion/transfer to parent department, the person so appointed shall not have any right to protection of Special Allowance or status held by him/her on the post in the Corporation.

Provided that a person may on his/her will, resign or seek retirement according to the conditions of service of his/her parent Department/service which shall not confer upon him/her any right other than those ordinarily admissible under the rules of his/her parent Department/service.

### **11.3 Source of Selection**

- a) Selection for appointment to the posts shall be deemed to be on transfer from respective department/organisation.
- b) Selection for appointment to the posts shall be made on the recommendation of the [Selection] Committee(s) ...from amongst the persons who fulfil requisite qualification and experience, as mentioned in the Schedule, for the post and who hold lien on a regular post in the parent department/organisation.

### **11.4 Eligibility for Selection**

Only such persons shall be eligible for consideration for the posts, who fulfil the conditions laid down in the Schedule for the respective post.

### **11.5 Selection Committee**

Selection to the posts shall be made on the recommendation of the Selection Committee ...after an interview, having regard to personality, character, integrity, previous record of service, past experience or any other criteria of selection which the Committee may deem necessary.

### **11.6 Procedure for Selection**

- a) As soon as it is decided that selection is to be made to fill a certain number of vacant posts specified under these rules from amongst the persons mentioned who fulfil requisite qualification and experience, the Managing Director or such other officer to whom he may direct for this purpose, shall send a circular to all concerned departments/ organisations or issue an advertisement for inviting Applications from all eligible persons by a specified date. The recommendations in respect of the persons who are eligible for selection to the post under the provisions of these rules along with their Annual Confidential Reports/ Annual Performance Appraisal Reports Dossiers and other Service record shall be forwarded by the concerned departments/ organisations to the Managing Director...
- b) On receipt of applications/recommendations under sub-rule (a) above, the Managing Director or the officer nominated by him, shall prepare a list of all the eligible candidates and shall place the same, along with the Annual Confidential Reports/Annual Performance Appraisal Reports dossiers and other Service record of the candidates whose names are included in the list before the Committee.
- c) The Selection Committee shall select candidates equal to the number of vacancies likely to be filled in, in order of their merit and shall prepare a list containing names of the persons found suitable.

Provided that the Committee may, if suitable persons are available, keep on reserve list more candidates whose number shall not exceed 50% of the vacancies determined. The names of such candidates may be considered for appointment if such vacancies actually occur within six months from the date of selection.

- d) List prepared by the Selection Committee under sub-rule (c) above shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other service record of all the candidates included in the list as also of those not selected, if any.

### **11.7 Order for tenure posting**

Order for tenure posting to the post for which selection is held shall be made from amongst the persons included in the list prepared under sub-rule (c) of rule 11.6 by the Appointing Authority in the order of merit.

### **11.8 Pay and other Conditions**

- a) The scale of pay and initial pay admissible to the post and other conditions relating to increase in pay on promotion in the parent cadre and retirement benefits shall be as laid down hereunder and shall be such as may be sanctioned by the Board of Directors or the State Government from time to time.

- b) Except as provided in these rules other service conditions to the post for which selection has been made shall be regulated by other rules applicable to the employees of the Corporation.

### **11.9 Induction of exceptionally deserving persons**

Notwithstanding anything contained in these rules, the Committee may propose induction of any person for appointment in Corporation in exceptionally deserving cases for reasons to be recorded in writing.

### **11.10 Removal of doubts**

If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Board of Directors whose decision thereon shall be final.

### **11.11 Conditions of Pay, Promotion and other Conditions of Service**

#### **a) Scale of Pay**

On appointment to the post for which selection is held, the officer shall draw the same pay and the same grade pay, which he/she was drawing (in the substantive or officiating capacity) in the Running Pay Band with Grade Pay prescribed for the post held by him/her immediately before appointment in the Corporation. The next date of increment shall also remain unchanged.

#### **b) Special Allowance**

All officers appointed on the posts shall be paid special allowance at the rate of 15% of the basic pay during their tenure in the Corporation.

#### **c) Promotion in the Parent Cadre**

As soon as the person is promoted in his/her parent cadre on a higher post, he/she shall be reverted back to the parent department/organisation immediately unless his /her retention on the promoted post is approved by the Appointing Authority under these rules.

#### **d) Pension, Provident Fund, etc.**

- (i) If the person concerned retires while holding the post under the provisions of these rules, his/her emoluments for the purpose of calculating Pension, Gratuity, etc. under the provisions of Rule 45 of Rajasthan Civil Services (Pension) Rules, 1996 or as applicable in the parent department/organisation, as the case may be, shall be taken at the rates he/she would have been entitled to had he/she not been appointed in the

Corporation under these rules.

- (ii)** If a person is member of Rajasthan Civil Services (Contributory Pension) Rules, 2005 or of similar pension scheme of his/her parent department/organisation, he/she shall continue to subscribe to the scheme on the basis of pay which he/she should have drawn had he/she not been appointed under these rules.
- (iii)** If a person is member of Contributory Provident Fund (CPF) Rules, he/she shall continue to subscribe to the Fund on the basis of pay which he/she should have drawn had he/she not been appointed under these rules.
- (iv)** JMRC will make the payment of pension contribution and/or CPF contribution for such persons, as applicable in his/her parent department/organisation.

**PROFORMA OF APPLICATION FOR DEPUTATION**

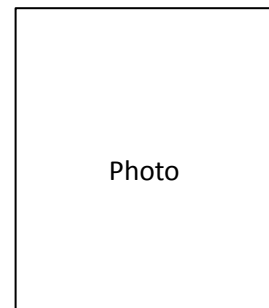
**PART – A – to be filled by the applicant**

**1. POST APPLIED FOR \_\_\_\_\_**

(Please fill separate applications, if you wish to apply for more than one of the posts)

**2. PERSONAL DETAILS**

- a. Full Name
- b. Father's/Husband's name
- c. Date of Birth
- d. Permanent Address



- e. Postal Address
- f. Mobile number for SMSs
- g. Email ID (this email ID will be used for all correspondence in relation to this Application)

**3. DETAILS OF CURRENT POSTING**

**a. Parent Department/ Organisation**

i. Name of Parent department/ organisation/ service	
ii. Date of joining in service of the parent department/ organisation	

iii. Date of superannuation from the parent department/organisation	
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**b. Details of Service**

i. Name of Present department/organisation	
ii. Present Post/ Designation	
iii. Present Pay Band and Grade Pay	
iv. Date of Entry into Present Grade Pay	
v. Immediate lower Grade Pay that you were getting before the grant of present Grade Pay	
vi. Date of Entry into immediate lower Grade Pay	
vii. Details of Punishments/ Enquiries/ Police Cases/ Convictions/ Debarments, if any	
viii. Details of Awards/ Honours/ Citations, if any	
ix. List of documents, if any, that the applicant chooses to enclose in support of his/her candidature	

**4. ACADEMIC/ PROFESSIONAL QUALIFICATIONS**

Degree/ Diploma/ Certificate	Name of Board/ Institution/ University	Year of Passing	Subject(s)

## 5. EXPERIENCE DETAILS

### a. Details of Postings held (attach separate sheet, if required)

Period (from – to)	Post held	Name of department/ organisation

### b. Experience in terms of Years and Months

Total Experience of working in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments	
Of the total experience, Experience in PSU/Statutory Organisations	
Of the total experience, Experience in Metro Rail Projects	
Of the total experience, any experience specifically relevant to the Post applied for	
Type of Experience	
Period of experience in Years, Months and Days	

I hereby submit my Application for deputation in JMRC against the Special Selection Post of \_\_\_\_\_.

I declare that:

- a) I have carefully gone through the JMRC Recruitment Rules, 2012 and I am aware that my tenure in JMRC will be governed by these Rules, except where otherwise provided in the terms and conditions of deputation mutually agreed upon between my parent department/ organisation and JMRC.





## PROFORMA OF APPLICATION FOR DEPUTATION

- b) I am aware that my Application will be considered only if it is duly certified and forwarded by my Cadre Controlling Authority and reaches JMRC on or before the prescribed date.
- c) I am well aware that on being forwarded, my Application will be assessed by the Selection Committee as per the Rules of JMRC.
- d) To the best of my knowledge, the information submitted by me is correct and I am qualified to hold a post in JMRC.

Date

Name and Signature of the Applicant

**PART B –  
TO BE FILLED BY CADRE CONTROLLING AUTHORITY/ PARENT DEPARTMENT/  
ORGANISATION**

The application of the following officer is being forwarded to JMRC for considering his/ her deputation in JMRC:

- 1) Full Name of the Applicant
  
- 2) Cadre/ Post in the parent department
  
- 3) Date of Birth
  
- 4) Date of Superannuation
  
- 5) Has the officer been given any punishment in the last five years? If yes, please write a short description below
  
- 6) Is there any disciplinary proceeding pending against the officer (only the cases where charge-sheets have been served)? If yes, please write a short description below
  
- 7) Whether original or attested copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of last five years are enclosed?

It is certified that the particulars given above are correct and that in the event of the officer being selected for deputation in JMRC, his/her services shall be placed at the disposal of JMRC for the period of deputation which shall ordinarily not exceed three years.

Date

Name, Designation & Signature of authorised officer of the Parent Department/Organisation