

INSTRUCTIONS FOR CADRE CONTROLLING AUTHORITY

1. Click “Login As” button and then click Parent Ministry/Department link as shown in figure 1.

संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION

APPOINTMENT BY DEPUTATION

उम्मीदवार / Candidate Login As

सामान्य निर्देश / General Instruction सामान्य प्रश्न / Frequently Asked Questions (FAQ)

1. Click Login As and then click Parent Ministry/Department.

Requisition Ministry / Department
Parent Ministry / Department
UPSC

निम्नलिखित पद के लिए आवेदन प्रतिनिधित्व पर आमंत्रित किए जाते हैं / Applications for the following Post(s) are invited on deputation:

Show 10 entries Search:

रिक्ति संख्या / Vacancy ID.	पद नाम / Post Name (For more details, click on post name)	रिक्ति परिपत्र की तिथि / Date of vacancy circular	विज्ञापन तिथि / Advertisement Date.	अंतिम तिथि / Closing date	आवेदन लिंक / Apply Link
20001001000018	ASSISTANT DIRECTOR	17/01/2020	18/01/2020	18/03/2020	आवेदन लिंक / Apply Link
20001001000019	SYSTEM ANALYST	26/01/2020	UPDATE SOON	UPDATE SOON	आवेदन लिंक / Apply Link

Showing 1 to 2 of 2 entries Previous 1 Next

Figure 1

2. Select your Ministry name. Select a Department name for selected Ministry, if Ministry is directly in charge of cadre clearance then select Ministry name in Department input field also.
3. The Nodal Officer shall open the portal by selecting the respective Department and using the password and shall verify the particulars of the candidates and shall also provide the cadre clearance, integrity certificate, major-minor penalty certificate (for the last 10 years), requisite up-to-date APARs with NRC of gap period, if any (duty attested on each page by an officer not below the rank of Under Secretary to the Government of India), vigilance clearance and experience certificate through online mode.

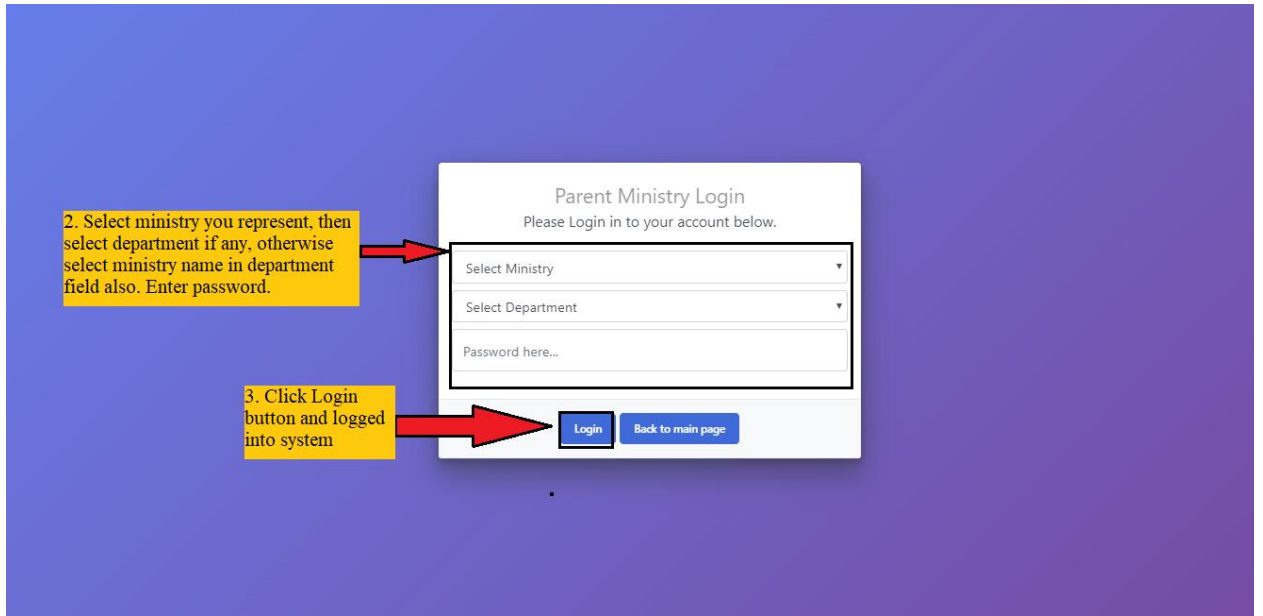


Figure 2

4. Click on View All Candidates to open a table of active vacancies which shows number of candidates applied for each post in each row as example shown in figure 3. The Nodal Officer/Cadre Controlling Authority shall receive a confirmation mail and SMS on the registered email ID and mobile number after submitting the complete application online.
5. Click on view button to process application of candidates for a post.

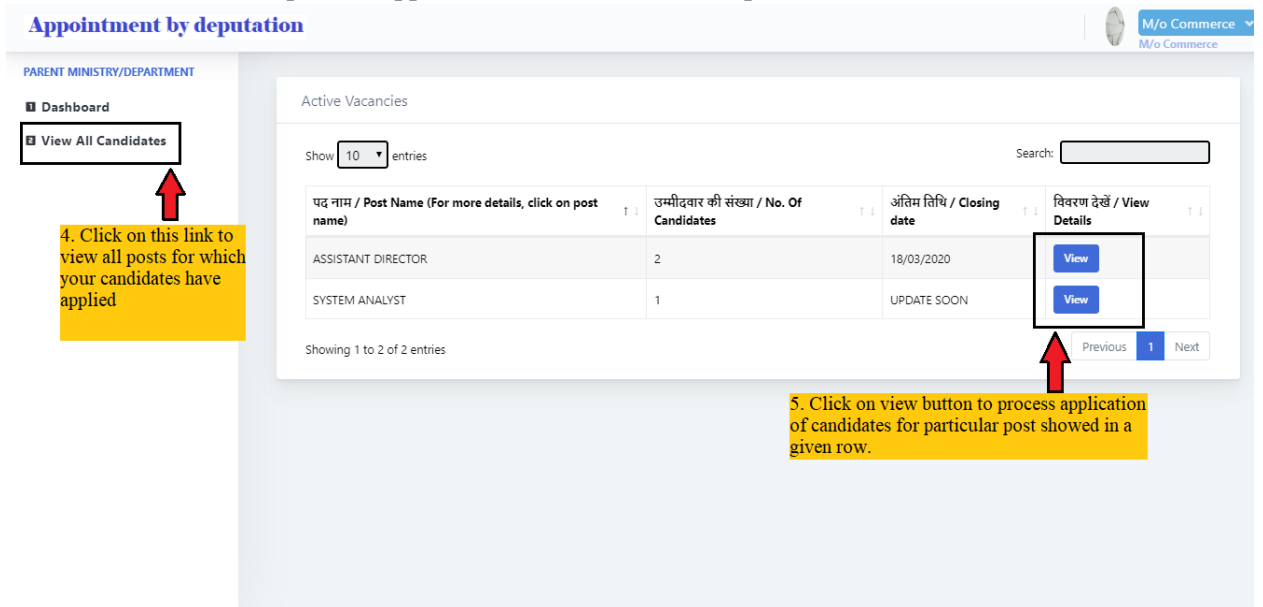


Figure 3

6. Click on Proceed For Approval button to open an interface to process candidate's application as shown in figure 4. You can also print candidate's application by clicking print button.

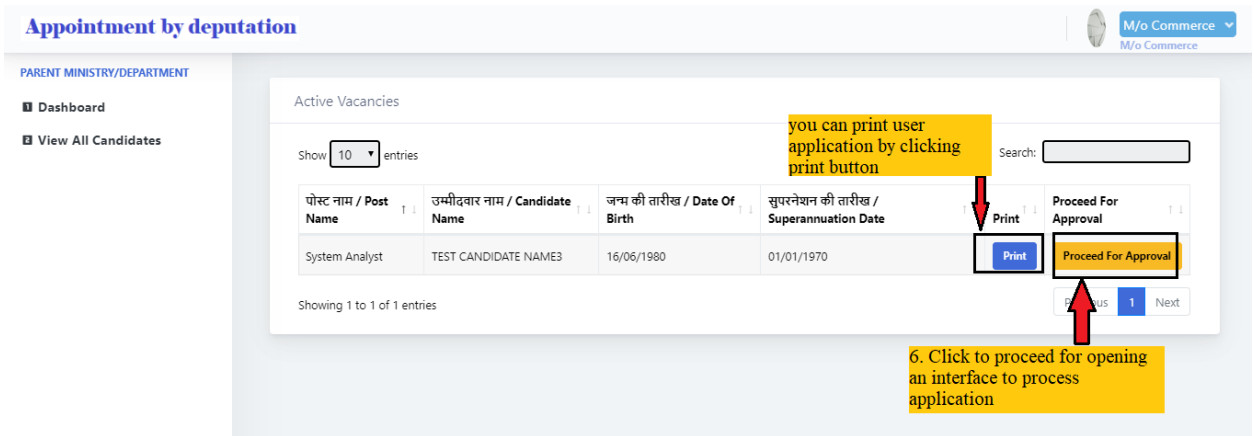


Figure 4

- You can select Approved if candidate satisfy requirements and authority is willing to provide cadre clearance him/her, otherwise select Not Approved and remarks a reason and submit the application.

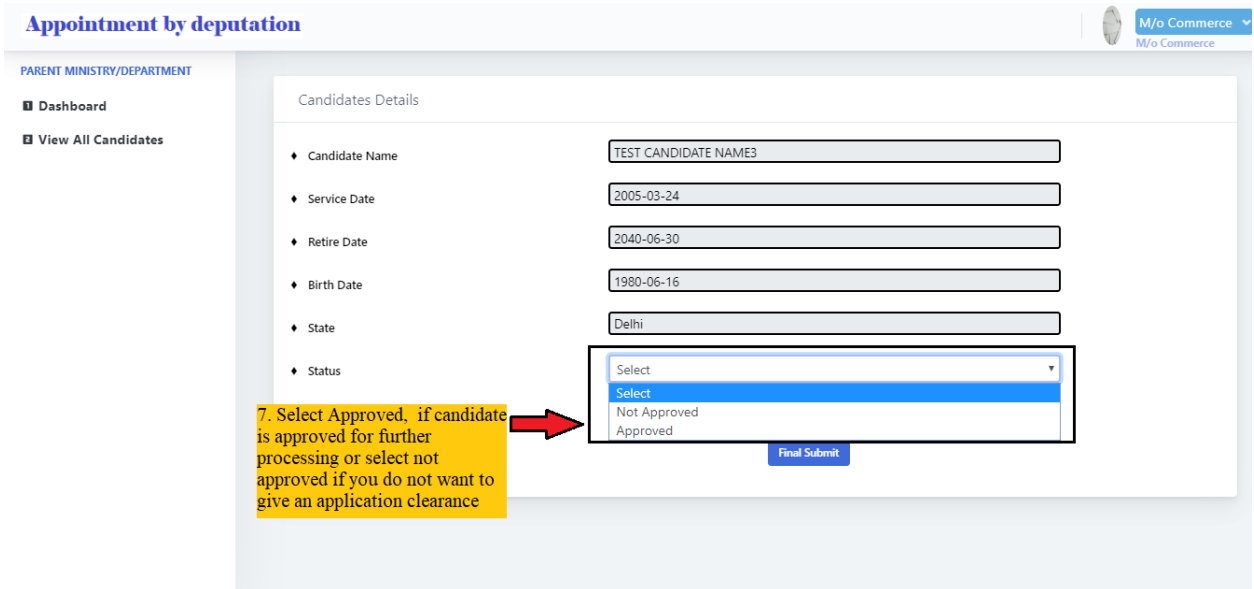


Figure 5

- Select upload option to upload ACR and NOC.

Appointment by deputation M/o Commerce

PARENT MINISTRY/DEPARTMENT

- Dashboard
- View All Candidates

Candidates Details

Candidate Name: TEST CANDIDATE NAME3
 Service Date: 2005-03-24
 Retire Date: 2040-06-30
 Birth Date: 1980-06-16
 State: Delhi
 Status: Approved
 Upload For ACR & NOC: Select

8. Select upload to upload ACRs and NOC.

Select
Upload
Hardcopy

Certificate Cadre Controlling Authority

Figure 6

9. Upload ACR of 5 years in pdf format.
10. Upload NOC certificate.

Appointment by deputation M/o Commerce

PARENT MINISTRY/DEPARTMENT

- Dashboard
- View All Candidates

Candidates Details

Candidate Name: TEST CANDIDATE NAME3
 Service Date: 2005-03-24
 Retire Date: 2040-06-30
 Birth Date: 1980-06-16
 State: Delhi
 Status: Approved
 Upload For ACR & NOC: Upload

ACR: 9. Upload 5 years of ACR in pdf format Choose File No file chosen

NOC: 10. Upload NOC in pdf format Choose File No file chosen

Figure 7

11. Select yes if candidate's integrity is certified and upload it, otherwise select no.
12. Select yes if uploaded ACR is more than or equal to 5 years, otherwise select no if it is below 5 years.
13. Select yes if any penalty is imposed on candidate in past along with document that support the claim or else select no.
14. Click Final Submit to forward the application along with uploaded documents.

Appointment by deputation

M/o Commerce
M/o Commerce

PARENT MINISTRY/DEPARTMENT

- Dashboard
- View All Candidates

- ◆ There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. TEST CANDIDATE NAME3
- ◆ His/Her integrity is certified. 11. Select yes or no for candidate's integrity, if yes is selected then a integrity certificate must be uploaded to prove it

No file chosen
- ◆ His/Her CR Dossier in original is enclosed/attested by an officer of the rank of Under Secretary. 12. select yes if 5 years of ACR is uploaded, otherwise select no if ACR uploaded is below 5 years.
- ◆ No major/minor penalty has been imposed OR
A list of major/minor penalties imposed on case may be] 13. Select yes if any major or minor penalty imposed in past and upload document in pdf format that support it, otherwise select no

No file chosen
- ◆ He will be relieved of selected (as per rules).

Countersigned

[Employer/Cadre Controlling Authority with Seal]

14. Submit the application
➔

Final Submit

Figure 8

Appointment by deputation

M/o Commerce
M/o Commerce

PARENT MINISTRY/DEPARTMENT

- Dashboard
- View All Candidates

Active Vacancies

Show 10 entries Search:

पोस्ट नाम / Post Name	उम्मीदवार नाम / Candidate Name	जन्म की तारीख / Date Of Birth	सुपरनेशन की तारीख / Superannuation Date	Print	Proceed For Approval
System Analyst	TEST CANDIDATE NAME3	16/06/1980	01/01/1970	<input type="button" value="Print"/>	<input type="button" value="Approved"/>

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 9