



**COMPETITION COMMISSION OF INDIA
HUDCO VISHALA, 'B' WING
BHIKAJI CAMA PLACE
NEW DELHI -110066**

Invitation of Applications for Direct Recruitment

Introduction

1. We are looking for Professionals in law, economics and financial analysts with a flair for research and critical analysis zeal, and enthusiasm and bend of mind for team work. We also need a small team of support staff to provide housekeeping and secretarial services for smooth functioning of the commission.

ABOUT THE COMMISSION

2. COMPETITION COMMISSION OF INDIA has been established as autonomous body charged with the responsibility to prevent practices having adverse affect on competition, to promote and sustain competition in markets, to protect interests of consumers and to ensure freedom of trade carried on by other participants in markets in India and for matters connected therewith or incidental thereto

Our Requirement

3. Commission is looking for bright and young professionals with ability and aptitude to discharge the core functions of the Commission, which in terms of specific activities, would involve prevention of anti-competitive agreements, abuse of dominant position, combinations that have anti-competitive effects and competition advocacy i.e. advice the Central / State Government and other public authorities in competition policy matters and initiate measures creating awareness and imparting training about competition issues. The Commission would facilitate development of necessary professional competence in-house to deal with all these issues, in future, which will provide excellent opportunity for career development and capacity building for all deserving employees.

Similarly, a small core team of support staff, to manage the resources of the commission and provide the necessary supporting services for smooth functioning of the Commission is also required.

Positions available and other details

4. The details of the openings available, including pay-scales, minimum qualifications and experience required, no. of posts, reservation applicable etc. are given at Annexure-I. However, the

number of vacancies are subject to decrease and the Commission, at its discretion may or may not fill up all or any of the posts.

Compensation Package

5. In addition to the pay as per pay band and grade pay as indicated at annexure, each of the positions carry benefits like insurance, housing, LTC, medical re-imburement and other compensation packages as admissible to regular employees of the Commission.

Submission of applications

6. In case you are desirous of taking up the challenge, please satisfy yourself that you fulfill the minimum qualification and experience criteria prescribed for any of the post mentioned in annexure-I, then

- a) Please carefully read detailed instructions, attached as Annexure II before filling up the proforma given at annexure III.
- b) Submit your application in the prescribed proforma, alongwith the requisite documents and fee for the prescribed amount so as to reach the Commission's Office at Competition Commission of India, HUDCO Vishala, 'B' Wing, Bhikaji Cama Place, New Delhi-110066, latest by **18th Dec, 2009***.

*amended on 04-Dec-2009.

Mode of Selection

7. All the applications received by the due date will be screened with reference to the minimum qualification criteria. From amongst the eligible candidates, suitable candidates will be short listed through a transparent mechanism and the short listed candidates will be called for interview before final selection. Mere fulfilling of minimum qualifications by itself would not entitle any applicant for being called for interview.

Ref. No. A/11018/1/2009-CCI

Date : 11 Nov. 2009

ANNEXURE - 1

Details of Vacancies, Eligibility Conditions, reservations applicable etc.

S.NO	NAME OF THE POST	CATEGORY	AGE LIMIT	TOTAL NUMBER OF POSTS	NUMBER OF RESERVED POSTS
1	ADVISER (FINANCIAL ANALYSIS)- 1 ADVISER (ECONOMICS) - 1 ADVISER (LAW) -1	Professional	Between 45 and 50 YEARS	3	NIL

PAY BAND & GRADE PAY: Rs.37400-----67000 (PB 4) + GRADE PAY Rs.10000

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POSTS

1.1 ADVISER (FINANCIAL ANALYSIS)

Essential:

Ph.D. in Commerce or Finance or Accounting or Chartered Accountant or Company Secretary or Cost and Works Accountant or equivalent and thirteen years experience in the relevant field.

Or

Master's Degree in Commerce or Master's Degree in Business Administration (Finance or Accounts) and seventeen years experience in the relevant field.

1.2 ADVISER (ECONOMICS)

Essential:

Ph.D. in Economics / Statistics or equivalent and 13 years experience in the relevant field.

Or

Masters Degree in Economics / Statistics or equivalent; and 17 years experience in the relevant field.

Desirable:

Subject knowledge in microeconomics/ industrial organization theory/ econometrics/ financial economics.

1.3 ADVISER (LAW)

Essential:

i) Ph.D. Degree in Competition Law or equivalent and 13 years experience in the relevant field.

or

(i) Master's Degree in Law or equivalent and 15 years experience in the relevant field.

Or

(i) Bachelor of Law or equivalent, and 17 years experience in the relevant field.

Desirable:

Experience in Competition Law.

Sl. NO	NAME OF THE POST & No. of posts	CATEGORY	AGE LIMIT	TOTAL NUMBER OF POSTS	NUMBER OF RESERVED POSTS
2	1. DIRECTOR (ECONOMICS) -1 2. DIRECTOR (LAW) - 1 3. DIRECTOR (FINANCIAL ANALYSIS) – 1	Professional	Between 40 and 45 Years	3	NIL

PAY BAND & GRADE PAY: Rs.37400----67000 (PB-4) + Grade Pay Rs. 8900

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POSTS

2.1 DIRECTOR (ECONOMICS)

Essential:

Ph.D. in Economics in Micro Economics/Industrial Organisation Theory/ Econometrics or equivalent from a recognised university; and 8 years experience in the relevant field.

or

Masters Degree in Economics or equivalent from a recognised University and 12 years experience in the relevant field.

Desirable:

Experience in Competition Law.

2.2 DIRECTOR (LAW)

Essential:

Ph.D. in Competition Law or equivalent from a recognised university; and 8 years experience in the relevant field.

or

Master's Degree in Law or equivalent from a recognised University and 10 years experience in the relevant field.

Or

Bachelor of Law (Professional) or equivalent from a recognised university; and Twelve years experience in the relevant field.

Desirable:

Experience in Competition Law.

2.3 DIRECTOR (FINANCIAL ANALYSIS)

Essential:

Ph.D. in Commerce or Finance or Accounting or equivalent from a recognised university;
Chartered Accountant or Company Secretary or Cost Accountant or Financial Analyst and eight years experience in the relevant field.

or

Master's Degree in Commerce or Master's Degree in Business Administration (Finance) or equivalent from a recognised University and twelve years experience in the relevant field.

Desirable:

Experience in Financial Analysis related to Competition Issues.

S. NO	NAME OF THE POST	CATEGORY	AGE LIMIT	TOTAL NUMBER OF POSTS	NUMBER OF RESERVED POSTS
3	1. JOINT DIRECTOR (LAW) - 3 2. JOINT DIRECTOR (ECONOMICS) - 3 3. JOINT DIRECTOR (FINANCIAL ANALYSIS) - 1	Professional	Between 35 and 40 years	7 posts	1 Reserved for OBC 1 Reserved for SC

PAY BAND & GRADE PAY: Rs.37400----67000 + Grade Pay Rs. 8700

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POSTS

3.1 JOINT DIRECTOR (ECONOMICS)

Essential:

Ph. D Degree in Economics or Statistics or equivalent from a recognised university; and three years experience in the relevant field or Master's Degree in Economics or Statistics or equivalent from a recognised university, and six years experience in the relevant field, including in Corporate Sector.

Desirable:

Subject knowledge in Micro Economics or Industrial Organisational Theory or Econometrics or Financial Economics.

3.2 JOINT DIRECTOR (LAW)

Essential:

Ph. D Degree in Competition Law or equivalent from a recognised university; and three years experience in the relevant field.

or

Master's Degree in Law or equivalent from a recognised university and four years experience in the relevant field.

or

Bachelor's Degree in Law (Professional) or equivalent from a recognised university; and Experience: Six years experience in the relevant field, including in corporate Sector.

Desirable:

Experience in Competition Law.

3.3 JOINT DIRECTOR (FINANCIAL ANALYSIS)

Essential:

Ph.D. in Commerce/ Finance/ Accounting equivalent from a recognised university / Chartered Accountant /Company Secretary/Cost and Works Accountant/ Financial Analysis or equivalent and 3 years experience

or

Masters Degree in Commerce/Masters Degree in Business Administration (Finance) and 6 years experience including in Corporate Sector.

Desirable:

Experience in Financial Analysis related to Competition Issues.

S. NO	NAME OF THE POST	CATEGORY	AGE LIMIT	TOTAL NUMBER OF POSTS	NUMBER OF RESERVED POSTS
4.1	DEPUTY DIRECTOR (LAW)	Professional	33 yrs	13	3 Reserved for OBC 1 Reserved for SC
4.2	DEPUTY DIRECTOR (FINANCIAL ANALYSIS)	Professional	33 yrs	7	1 Reserved for OBC 1 Reserved for SC
4.3	DEPUTY DIRECTOR (ECONOMICS)	Professional	33 yrs	13	3 Reserved for OBC 1 Reserved for SC

PAY BAND & GRADE PAY: Rs.15600-- 39100 + Grade Pay Rs.7600

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POSTS

4.1 DEPUTY DIRECTOR (LAW)

Essential:

Bachelor of Law (Professional) or equivalent.

And with three years experience in the relevant field, including in corporate sector.

4.2 DEPUTY DIRECTOR (FINANCIAL ANALYSIS)

Essential:

Master's Degree in Commerce or Master's Degree in Business Administration with Accounting and Finance or equivalent

Or

Qualified Chartered Accountant/ Company Secretary/Cost and Works Accountant / Financial Analyst or equivalent and with three years experience in the relevant field including in corporate sector.

4.3 DEPUTY DIRECTOR (ECONOMICS)

Essential:

Master's Degree in Economics/ Statistics or equivalent and with three years experience in the relevant field, including in corporate sector.

S. NO	NAME OF THE POST	CATEGORY	AGE LIMIT	TOTAL NUMBER OF POSTS	NUMBER OF RESERVED POSTS
5.	ASSISTANT DIRECTOR (INFORMATION TECHNOLOGY)	Support Staff	33yrs	3	Nil

PAY BAND & GRADE PAY: Rs.15600-- 39100 + Grade Pay Rs 6600

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POST

5. ASSISTANT DIRECTOR (INFORMATION TECHNOLOGY)

Essential:

- (i) Bachelor's Degree in Technology /Bachelor's Degree in Engineering or equivalent or
- (ii) Master's Degree in Computer Application / Master's Degree in Science (Information Technology/ Computer Science / Engineering)

Experience:

Three years experience in the relevant field.

S. NO	NAME OF THE POST	CATEGORY	AGE LIMIT	TOTAL NUMBER OF POSTS	RESERVED POSTS
6.1	1. OFFICE MANAGER (FINANCE &	Support Staff	28 yrs	19	OBC- 5 posts
6.2	ACCOUNTS)-3				SC- 3 posts
6.3	2. OFFICE MANAGER (CORPORATE SERVICE)-15				ST- 1 post
	3. OFFICE MANAGER (LIBRARY SERVICES) -1				

PAY BAND & GRADE PAY: Rs.9300-34800 + GP- Rs.5400

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POSTS

6.1 OFFICE MANAGER (FINANCE & ACCOUNTS)

Essential:

- (i) Bachelor's Degree in Commerce or equivalent with three year experience or
- (ii) Bachelor's Degree or equivalent in any discipline from a recognised university with one year diploma in Accounting / Finance; / Cash and Accounts Course of Institute of Secretariat Training and Management or equivalent; and with three years experience in the relevant field.

6.2 OFFICE MANAGER (CORPORATE SERVICE)

Essential:

- (i) Bachelor's Degree or equivalent in any discipline from a recognised university; and
- (ii) Diploma/ Certificate course in Human Resource Management / Secretarial Practices, or equivalent; and with three year's experience in the relevant field.

Desirable:

Master's Degree or equivalent with one year Diploma in Human Resource Management/Secretarial Practices or equivalent.

6.3 OFFICE MANAGER (LIBRARY SERVICES)

Essential:

- (i) Bachelor's degree in Library Science or equivalent

Experience:

Three years post qualification experience in the field of library and information services.

INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. CITIZENSHIP : Applicant must be an Indian Citizen.

2. AGE LIMITS : The age limit for the posts has been given in Annexure-I. For certain age concessions admissible to various categories please go through instruction No. 5.

3. MINIMUM EDUCATIONAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

NOTE-II: The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested/self certified copies of the Certificates including mark-sheets in support thereof.

Note-III : In regard to Educational Qualifications, only the mark-sheets in lieu of Degree / Diploma / Educational Certificates will not be accepted by the Commission.

Note-IV : The provisional claim what so ever in regard to eligibility to the post will not be accepted by the Commission.

Note V : The last date of application shall be the date of determining the eligibility with reference to educational qualifications, experience and age prescribed for the above post.

4. APPLICATION FEE :

(a) Candidates must pay the prescribed fee only through Demand draft on any scheduled bank for **Rs 500 (Five hundred)** in favour of **Competition Commission of India (Competition Fund) Account** payable at Delhi.

(b) No fee for SC & ST candidates. Physically handicapped persons are also exempted from payment of fee subject to submission of prescribed medical certificate. No fee exemption is, however, available to OBC candidates and they are required to pay the full prescribed fee.

(c) The fee sent through Money Order, Indian Postal Orders, Crossed Cheques, Currency Notes and Treasury Challans etc. will not be accepted by the Commission and such applications will be treated as without fee and will be summarily rejected.

(d) Applications not accompanied by the full prescribed fee will not be considered and summarily rejected. No representation against such rejection will be entertained.

(e) In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.

5. CONCESSIONS & RELAXATIONS:

(a) **AGE RELAXATION FOR SC/ST/OBC :** The upper age limit is relaxable in accordance with the instructions or orders issued by the Govt. of India, for:-

i) 5 years for persons belonging to Scheduled Castes/Scheduled Tribes.

ii) 3 years for persons belonging to Other Backward Classes in respect of the posts reserved for them.

iii) 5 years for orthopaedically handicapped persons.

6. HOW TO APPLY:

(i) Candidates must apply in the Application Format given in Annexure III which can be downloaded from our website.

(ii) Candidates who wish to apply for more than one post should submit separate application accompanied by the prescribed fee for each post.

(iii) Candidates are requested to attach with the application a self-addressed post card bearing total postage worth Rs. 6.00 affixed thereon. They should indicate in this card the Name and category of the post applied for. The applications will be acknowledged by the Commission by returning this card to the candidate after indicating the Registration No. allotted to the candidate. Candidates may note that no separate acknowledgement other than this card will be sent to them.

(iv) The completed application form must reach the **COMPETITION COMMISSION OF INDIA HUDCO VISHALA, 'B' WING, BHIKAJI CAMA PLACE, NEW DELHI -110066**, on or before the prescribed closing date

NOTE : I : Candidates should clearly note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected. They should, therefore, ensure that their applications reach Commission's office on or before the prescribed last date.

NOTE : II : Candidates can also deliver their applications personally at the Commission's Counter against proper receipt. The Commission will not be responsible for the applications delivered to any other functionary of the Commission.

NOTE : III : Applications received through couriers or courier services of any type shall be treated as having been received 'BY HAND' at the Commission's Counter, and Not by the post.

(v) Candidates are requested to superscribe the words "**RECRUITMENT for the post of -----**
-----" on the top of the Envelope while sending the application.

7. CERTIFICATE TO BE ATTACHED:

Candidates should note that they should attach with their applications attested/self certified **copies** of the following documents:

(i) Matriculation or equivalent certificate in support of their declaration of age.

(ii) Degree or Diploma Certificate or other certificates including mark-sheets in support of their educational qualifications;

(iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated;

(iv) Certificate(s) from the Head(s) of Organisation(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). These certificates should be issued on Letter Head or duly stamped by the competent authority.

(v) A candidate who claims to belong to one of the Scheduled Castes or Scheduled Tribes has to submit, in support of his claim, an attested copy of a certificate in the prescribed form issued by the competent authority (original to be produced at the time of interview).

(vi) A candidate who claims fee exemption being Physically Handicapped (eligible for appointment to the post on the basis of prescribed standards of Medical Fitness) has to submit an attested copy of a medical certificate issued by the Surgeon/Medical Officer of the Government Hospital/Medical Board in the prescribed form. (Original to be produced at the time of interview).

(vii) A candidate who claims to belong to one of the Other Backward Classes has to submit in support of his claim an attested copy of a certificate in the prescribed form issued by the competent authority specified by the Govt. in their O.M. No. 36012/22/93-Estt. (SC) dated 22.10.93. OBC certificate should have been issued not earlier than one year of the closing date. Candidate seeking reservation as OBC has to submit a declaration in the prescribed format, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the closing date for receipt of applications for the post is to be treated as crucial date. Candidates may produce the original Certificates at the time of Interview.

NOTE : I : ORIGINAL CERTIFICATE SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF INTERVIEW.

II. Candidates should note that only the date of birth as recorded in the Matriculation, Higher Secondary Examination Certificate or an equivalent certificate on the date of submission of application will be accepted by the Commission and no subsequent request for its change will be considered or granted.

III. If no copies of the above certificates are sent with the application, it is liable to be rejected and no appeal against its rejection will be entertained.

8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

9. OTHER INFORMATION/INSTRUCTIONS:

(i) All candidates, whether in Government service or in Government owned industrial or other similar organisations should submit their applications through their employer. If any candidate forward his application through his employer, he should ensure that it reaches the Commission by the closing date; otherwise, it is likely to be rejected even if it had been submitted to the employer before the closing date. The candidates in private employment may now submit their applications direct to the CCI.

(ii) Candidates must, if required, attend at such place, as may be fixed by the Commission for a personal interview. The Commission do not defray the traveling or other expenses of candidates summoned for interview. They, however, contribute towards the expenses at a rate not exceeding the Second Class AC fare by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he actually performs the journey, whichever, is nearer to the place of interview, and back to the same station or the amount of fare actually incurred by the candidate whichever is less. Details of this will be furnished when they are called for interview.

(iii) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the Commission may require.

(iv) Candidates will be informed of the result of their applications in due course and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non-selection for interview/appointment.

(v) Canvassing in any form will disqualify a candidate.

(vi) Disqualification: No applicant who is having more than one living spouse is eligible to apply.

COMPETITION COMMISSION OF INDIA
HUDCO VISHALA, 'B' WING
BHIKAJI CAMA PLACE
NEW DELHI -110066

APPLICATION FORMAT

NAME OF THE POST APPLIED FOR.....

CATEGORY - PROFESSIONAL- SUPPORT STAFF - (Tick Mark applicable)

Registration No. (For Office Use Only) Roll No.

The application form should be filled in by the candidate in his / her own hand witting neatly and legibly in **block capitals** only.

- Note: A. Attach Demand Draft/Pay Order (if not exempted)
- B. Attach separate sheet in case of insufficient space in any column
- C. Attach only copies of the qualifying degree(s) / certificates

- 1. Post applied for : _____
- 2. Bank Draft/ Pay Order Number & date : _____
- 3. Details of drawee bank: _____
- 4. Candidate's name : _____
(In BLOCK LETTERS)
- 5. Father's/husband's name: _____
- 6. Date of Birth: (dd/mm/yy) _____
- 7. Nationality: _____
- 8. Whether the candidate wants: _____
to avail the benefit of reservation, if yes, please state the Category (ST/SC/OBC/PH)
- 9. Marital status: _____
- 10. Sex (Male/Female): _____
- 11. Permanent residential _____

Space for self attested photograph

address:

District _____

State _____

PIN

12. Address for correspondence: _____

District _____

State _____

PIN

13. (a) Telephone No.
(with STD Code): _____

(b) Mobile No.: _____

(c) Fax No.
(with STD Code): _____

14. E-mail address: _____

15. Designation & complete
postal address of present
employer: _____

16. Educational Qualifications:

Sl. No.	Examination	University / Board	Year of passing	Division / Grade	Percentage of marks	Subject(s)

17. Experience (In Ascending order)

Sl. No.	Name of the institutions / organization	Post held	Pay Scale / Pay Band + GP	Nature of appointment (permanent/ adhoc/ temporary/ tenure)	Period		Nature of work	Last basic pay (in Rs.)	Reason (s) for leaving (wherever applicable)
					From	To			

18. Details of Seminar/workshop attended by the applicant

Sl. No.	Details of Seminar/ workshop	Duration		Organized by	Candidate's contribution
		From	To		

19. Details of publications of the applicant

Sl. No.	Title of the paper / book	Year of publication	Details of Publishers	Details of co-author/s, if any	Subjects

20. Language(s) known: (i) _____ (ii) _____ (ii) _____

21. Achievement(s) / Award(s): _____

22. Membership to Professional body: _____

23. Extra curricular activities: _____

24. Hobbies: _____

25. Name and address of two persons (other than relatives) to whom reference can be made about your Professional/Academic merits.
- 1.
 - 2.
26. Please enclose a write-up justifying your suitability for this post (not more than in 200 words, preferably in bullets form).
27. I, do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the even of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment forfeited.
I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

Note: Candidates already in Govt. Service must submit their applications through proper channel with the following certificates duly signed by their employer agreeing to release them, in case finally selected in the Competition Commission of India.

CERTIFICATE FROM EMPLOYER

- (i) Certified that Shri / Ms _____ holds a permanent / temporary post of _____ under the Govt. / organisation since _____.
- (ii) Certified also that he / she has submitted his / her application to this department / office on _____ and his / her pay band + grade pay is _____.
- (iii) Certified also that Shri / Ms _____ will be released in case of his selection in the CCI.
- (iv) The information given by Shri / Ms _____ in the application form has been verified with reference to his / her service records and is found correct.
- (v) No disciplinary case is pending or contemplated against Shri/Ms _____

Date:

Place:

Signature of the Head of Office
Deptt. With official seal