



D.O.No.5/1/2023-PESB

Dated: 16th Dec, 2024

Dear Sir/Madam,

I would like to bring to your notice that some applicants for Board level posts in CPSEs are not filling the application forms available on the PESB portal properly, resulting in rejection of their applications. A few illustrations of such instances are given below.

- (i) Point No.7 of application form requires the following information to be filled in:
'7(i) Positions held during the last ten years, up to the date of uploading the vacancy circular on the PESB website

| Sl. No | Complete designation and place of posting | Name of organisation | Pay scale/ (pay scale entering date | Period | | Reporting to (Designation) | Self-declaration on whether meets the mandatory experience requirement | If yes, nature of duties in support of the declaration |
|--------|---|----------------------|-------------------------------------|--------|----|----------------------------|--|--|
| | | | | From | To | | | |
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- (ii) It is observed that applicants do not clearly indicate the details of the post(s) held by them during the last 10 years and the nature of duties performed by them during each such posting, as required in the above format.

- (iii) Some applicants even mention "No" in the column prescribed as "Self-declaration on whether fulfills the mandatory experience requirement".

- (iv) Some applicants fill their entire work experience in a single row, making it difficult to assess eligibility of the applicants based on their experience in the last 10 years.


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2. The above situations result in rejection of the applications of such applicants. It is, therefore, requested that the above may be brought to the notice of the all prospective applicants of your Ministry/Department/CPSE so that the application forms are filled up properly.

3. I would also like to mention that nodal officers of many Ministries/Departments/CPSEs are yet to be registered on PESB portal. I request you to look into this matter and get the nodal officer(s) nominated for your CPSE/Ministry/Department, if not already done and get them registered on PESB portal at <https://pesb.gov.in>.

4. For further clarifications mails requests may be sent to support-pesb@gov.in

With Regards,


16/12/24

(Nita Kejrewal)
Secretary, PESB

To,

1. Secretaries to the Government of India (All Ministries/Departments)
2. The Chief Executives of all the CPSEs
3. Applicants from SPSEs/Private Sectors/PSBs/FIs/Autonomous Bodies.