

FORMAT OF APPLICATION

- 1. Advertisement dated _____
- 2. Post applied for _____
- 3. Name in full (Block Letters) _____
- 4. Father's / Spouse Name _____
- 5. (a) DOB : (dd/mm/yyyy) _____
 (b) Age on closing date _____
- 6. Belongs to category _____
- 7. Educational / Technical Qualifications
 (In chronological order from matriculation onwards)

Affix Colored Passport size photograph

(not more than three Month old)

S. No.	Name of Course / Exams passed	University / Institution / Board	Duration of the Course	Year of Passing	Main Subjects Taken	Subject of Specialisation	Division / Class & % of Marks

(Enclose a separate sheet, duly authenticated by your signature, if the given space is insufficient)

8. Employment Record : (Details in chronological order, starting with the first job to current employment status).

S. No.	Name & Address of Employer	Post / Designation	Please specify whether the post was held on adhoc/ regular / permanent / current duty charge / MACP basis	Period (From-To)	Total period of each employment in years, months & days for the said post / designation	Scale of pay & grade pay / Level of Pay Matrix (Regular / MACP basis)	Nature of duties

(Enclose a separate sheet, duly authenticated by your signature, if the given space is insufficient)

9. Total Experience in years _____

10. Total Experience in years as per eligibility criteria _____

11. Computer Skills _____

12. Course/Certification _____

13. (i) Address for correspondence (In BLOCK LETTERS):

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Pin Code :

(a) Mobile No.

(b) E-mail ID

(ii) Permanent Address (In BLOCK LETTERS):

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Pin Code :

Telephone Number

14. Employer Address (Name & Designation of Controlling Authority / HoD)

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Pin Code :

(a) Telephone No.

(b) Residence No.

(c) Mobile No.

(d) E-mail ID

15. Any other information you may wish to add [like list of publications, Membership of earned societies, awards and recognition, etc. (in brief)]

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16. Vigilance Status

Please indicate if : (please tick)

Yes

No

(a) Are you currently under suspension

(b) A charge sheet and the disciplinary proceeding against you

(c) Prosecution for a criminal charge is pending against you

17. Details of Enclosures

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18. DECLARATION

I Mr./Mrs./Ms. _____ certify that the foregoing Information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place :

Dated :

Signature of the Candidate

CERTIFICATE

**(TO BE FORWARDED BY THE HEAD OF ORGANIZATION)
(Applicable for candidates already working in Central Govt. / State Govt. / Public Sector
Undertakings / Autonomous Institutions)**

- (i) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer, integrity of the officer is also certified.

- (ii) The application of Mr./Mrs./Ms. _____ is recommended. In case of his/her selection, the Department / organization will relieve him / her.

- (iii) The Copies of ACRs / APARs for the last five years are also enclosed.

- (iv) It is hereby declared that we will not have any objection to relieve him / her, in case of his / her selection.

Place :

Dated:

**Signature of the Head of the
Organization / Office with Office Seal**