

Application Form for filling up the Post on Deputation (including Short Term Contract)

Post Applied For

:

Affix Recent
Passport Size
Photograph

1. Name and Address (in block Letters)

:

.....
.....

Mob. No.

Email ID.....

2. Name and Address of the Department

:

.....

Mob. No of the concerned Officer.....

Email ID of the concerned

3. Date of Birth

:

4. Date of Retirement under Central/State Government :

.....

5. Educational Qualifications

S.No	Name of the Examination Passed	Year of Passing	Name of the Board/University	Percentage of Marks	Division	Subjects Taken

6. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

:
.....
.....
.....

Qualifications/experience required

Qualifications/experience possessed by the Officer

Essential

(1)

.....

(2)

.....

(3)

.....

Desired

(1)

.....

(2)

.....

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

:
.....

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, If the space below is insufficient.

Office/Institution/ Organisation	Post Held	From	To	Scale of pay*	Nature of Duties (In detail)

*Only Pay level and pay matrix of the post held on regular basis to be mentioned. Candidate is required to submit latest salary slip.

8. Nature of present employment, i.e. ad hoc or Temporary or quasi permanent or permanent

:
.....

9. In case the present employment is held under Deputation/contract basis, please state -

(a) The date of initial appointment

:

(b) Period of appointment on deputation/contract

:

(c) Name of the parent office/organisation to which

:

you belong

10. Additional details about present employment
please state whether working under

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisation
- (d) Government Undertaking
- (e) University
- (f) Other

11. Please state whether you are working in the
same department and are in the feeder grade
or feeder to feeder grade.

12. Are you in Revised Scale of Pay? If yes, give the
date from which the revision took place and
also indicate the Pre-Revised Scale.

13. Total Emoluments per month now drawn

14. Additional information, if any, which you
would like to mention in support of your
suitability for the post. (this among other
things may provide information with regard to)

- (i) Additional academic qualification
- (ii) Professional Training
- (iii) Work Experience over and above
prescribed in Vacancy Circular/
Advertisement.

(Note: Enclose a separate sheet if the space is insufficient)

15. Whether belongs to SC/ST

16. Remarks : The candidate may indicate
information with regard to

- (i) Research publications and reports and
special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/
institutions/societies and
- (iv) Any other information

(Note: Enclose a separate sheet if the space is insufficient)

Declaration: I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection on my selection has been suppressed/withheld.

Date

Signature of the Candidate

Address

Mobile No :

Email ID:.....

Certification by the Employer/ Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in the vacancy Circular/Advertisement. If selected, he /she will be relieved immediately.

Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii) His/Her integrity is certified.
- iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by concerned Head of Department are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Contact No.

Email ID :.....

Date:

Note : Applications received from Officers/Officials holding a regular post in the Central/State Government /Union Territory/Recognized Research Institute/ Autonomous bodies/Statutory Bodies/PSUs shall only be considered for the aforesaid post. Applications received from other Officers/Officials i.e. working in Private Organization/ Unemployed/Retired/Contractual etc. will not be considered.

