

APPLICATION FORM FOR THE POST OF _____

[THROUGH PROPER CHANNEL]

(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the post applied for: _____

2. (a) Name of Applicant _____

(b) Designation of the Applicant (in full) _____

3. Address for communication _____

4. Telephone No: Office _____ Residence _____ FAX No. _____

Mobile No. _____ E-Mail address _____

5. Date of Birth _____ Age as on _____

6. Details of Academic qualification possessed by the officer:

	As per prescribed qualification for the post (beginning with the recent most)
Educational/ professional qualifications (alongwith the name of Institutions)	1. 2. 3. 4. 5.
	Additional Qualification (if any) :

7. Details of Employment in chronological order beginning from the most recent (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):-

Sl. No.	Designation, and place of posting	Organization	From	To	Grade, scale of pay and basic pay	Nature of experience
1.						
2.						
3.						
4.						
5.						

Note : 1. Applicant may attach a write up, **not exceeding two pages**, in support of his/her candidature.

2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e in footnotes if required.

8 (A) Whether applicant holds lien in any other organization other than where currently working ?

Yes/ No

If yes:

- a) name of the organization in which the lien is held :-
- b) date from which the lien is held :-

(B) Is the applicant on deputation?

Yes/No

If yes:, date from which he/she has been on deputation:

9 (a) Whether any punishment awarded to the applicant during the last 10 years. If yes, the details thereof

Yes/No

(b) Whether any action or inquiry going on against him/her as far as his knowledge

Yes No

If yes, the details thereof

CERTIFICATE

I certify that the details furnished by me in paras 1 to 9 are true to the best of my knowledge and belief.

UNDERTAKING

If selected, I hereby undertake to join the post within 02 months.

(Name and Signature of the applicant)

Date:

COUNTER SIGNED

Signature & Designation of
the Competent Forwarding
Authority with Telephone no. & Office
Seal

(Certificate to be Furnished by The Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. 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 Performance Grades/ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above/Competent Authority in case of a PSU, are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years* OR
- v. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*.
- vi. Vigilance Profile is enclosed
- vii. This Organization has no objection to relieve him/her in case of his/her selection to the post(s) applied for.

Signature :
Name & Designation:
Telephone No. :
Fax No. :
Office Seal :

Place:
Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)

