ANNEXURE-I

अखिल भारतीय आयुर्विज्ञान संस्थान, भोपाल

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHOPAL

Saket Nagar, Bhopal – 462020 (MP)

Website: www.aiimsbhopal.edu.in

APPLICATION FOR THE GROUP 'A' POST OF _____ ON DEPUTATION BASIS AT AIIMS BHOPAL.

(Advt. No: 11/42/2020/Admin/AIIMS/BPL Date: /03/2020)

1	Name and address (in Block Letters)	---------- ---------- ---------- ---------- ----------		Affix your recent Passport size photograph here
	Contact Nos.	Mobile		---------- Signature of the candidate
		Office		
		Residence		
	E-mail ID			
2	Father's Name and Address (In Block Letters)	---------- ----------		
3	Date of Birth (in Christian era)			
4	Date of entry into Government Service			
5	Date of retirement under Central/ State Government			
6	Educational Qualifications			
7	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 as mentioned in the advertisement/ vacancy circular		Qualification/ experience possessed by the applicant/	

	Essential	**Essential**
	Qualification	Qualification
	Experience	Experience
	Desirable	**Desirable**
	Qualification	Qualification
	Experience	Experience

Note: *This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.*

In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated ***by the candidate.***

8	**Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.**	

Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio data) with reference to the post applied.

9 **Details of Employment (in chronological order) enclose a separate sheet duly authenticated by your Signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis		*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
	From	To		

Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay, Pay- Band, Grade Pay drawn under ACP/ MACP Scheme	From	To

10	**Nature of present employment (i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent)**	

11 **In case the present employment is held on deputation/contract basis, please state-**

The date of initial appointment	Period of appointment on deputation/ contract	Name of the parent office/organization to which the applicant belongs.	Name of the post and Pay of the post held in substantive capacity in the parent organisation

Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

Note: information under Column 11 above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parents cadre/ organisation

12	**if any post held on Deputation in the past by the applicant, date of return from the last deputation and other details:**	
13	**Additional details about present employment:** Please state whether working under (indicate the name of your employer) (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others	
14	**Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.**	
15	**Are you in Revised Scale/ Level of Pay? If yes, give the date from which the revision took place and also indicate the Pre-revised Scale/ Level**	
16	**Total emoluments per month now drawn with Pay Band & Grade Pay/ Pay Level**	

17 **In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.**

Basic Pay with Scale/ Level of Pay and rate of increment	Dearness Pay/ Interim relief / other Allowances etc., (with break-up details)	Total Emoluments

18	**Additional information**, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement). Enclose a separate sheet, if the space is insufficient.	
19	**Achievements:** The candidates are requested to indicate information with regards to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Officials Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. Enclose a separate sheet if the space is insufficient	
20	**Whether belongs to SC/ST/OBC (if applicable, please specify)**	
21	**If selected, please specify the minimum required joining time**	
22	***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 has been suppressed/ withheld.*** **Date: Place Name & Signature of the candidate**	

23	**<u>CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY</u>** 1. 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 qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately. 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 CR dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank/level of under Secretary of the Govt. of India or above 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 last 10 years is enclosed. (as the case may be) **Countersigned** **(Employer/Cadre Controlling Authority with Seal)**
24	***<u>Point to be noted by the borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Department/Institution</u>*** 1. *Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOPT&T O.M. No.11012/11/2007-Estt(A) DATED 14.12.2007.* 2. *While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.* 3. *A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.* 4. *In the case of a vacancy already existing at the time of issue of communication inviting nominations/ Publication in the Employment News, the eligible may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.* 5. *It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/documents in support of Qualification and experience claimed by the candidates would be processed for determining the eligibility of the candidates for the selection.* 6. *Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News i.e., For the vacancy published in the Employment News of 18-24 Jan 2014, the crucial date will date will be counted from the 19th Jan 2014(excluding the first date of publication).* 7. *To facilitate determination of eligibility of the applicants working in public Sector Undertakings/ Autonomous organizations not following the Central Governments Scales, Their equivalent scales of pay/ posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.*