

APPLICATION FORM

Name of the position applied for: **Senior Consultant (Administration)**

Name of the candidate : _____

Father's / Husband's name: _____

Date of birth: _____

Address : _____

Mobile number: _____

Email ID : _____

**RECENT
PASSPORT SIZE
PHOTOGRAPH**

Educational Qualification (please attach self-attested copies of documents)

Examination Passed *	Discipline / Specilization / Subjects	Board / University	Year of Passing	Percentage of marks	Division

Experience starting from previous to present:

Total experience _____ Years _____ Months _____ Days

Employer's name and address (also indicate whether Central Govt./State Govt./PSU/Autonomous bodies/Private Sector (\$))	Designation	Scale of Pay/Salary per annum	Length of Service		Total Experience in years	Nature of work in brief
			From	To		

\$please attached Last Pay Certificate & Experience Certificates, etc.

Continued..2/-

Any other information

I hereby declare that the above information is true to the best of my knowledge and belief, and in case the information is found incorrect at any state, my candidature shall be liable to be cancelled. I understand that my engagement, if engaged for the above position at Administration Division, IGNOU HQ, New Delhi will be purely on contractual in nature and I shall never claim for a regular appointment in the University on the basis of this engagement.

(Signature of the candidate)

Date

List of Enclosures:

01. _____
02. _____
03. _____
04. _____
05. _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi

DECLARATION OF VIGILANCE/CRIMINAL PROCEEDINGS

I, _____ (Name), having been engaged/appointed as **Sr. Consultant (Administration)** in IGNOU do hereby declare that there is no vigilance or criminal proceedings are contemplating against undersigned at the time of joining as consultant in IGNOU. If any such proceeding found against undersigned IGNOU has full right to terminate my tenure without any notice and will take any legal action against me.

Place:_____

Signature

Date:_____

Name:_____

Designation:_____

Department:_____

Mobile No : _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi

UNDERTAKING

I, _____ (Name), date of birth _____
S/D/o _____ address _____
_____ having _____ been
appointed/engaged as having been appointed/engaged as **Sr. Consultant
(Administration Division)**, IGNOU do hereby undertake that information given by
me at the time of my application and joining in IGNOU are true and correct to the
best of my knowledge and belief. In case any information given by me is found
incorrect or false at any stage, IGNOU has absolute right to take necessary action
including discontinuance of my service without any notice.

Place: _____

Signature

Date: _____

Name: _____

Designation: _____

Department: _____

Mobile No: _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi

DECLARATION OF FIDELITY AND SECRECY

I, _____ (Name), having been appointed/engaged as **Sr. Consultant (Administration Division)** in IGNOU do hereby declare that I will truly, faithfully and to the best of skill and ability execute and perform the duties with due diligence required for IGNOU.

I will follow all the rules and regulations of the University i.e. IGNOU, which are in force during the period of my assignment. I will discharge the duties with utmost honesty and sincerity and in case I may be found to be performing duties not satisfactorily or found working in conflict with the interest of IGNOU or any of its regional office therefore, my services shall be discontinued by terminating the contract without assigning reason.

Further, it is declared that during the period of my assignment with IGNOU, it is likely that I may come across certain information of important or secret nature. I shall, therefore, be subjected to the provisions of the Indian Official Secrets Acts, 1923, not only during the period of the assignment but also thereafter. More particularly, I will not divulge any information gathered by me during the period of the assignment but also thereafter. Further, I shall not, except with the previous sanction of the IGNOU or in the bona fide of my duties, publish a book or a compilation of articles or participate in a radio broadcast, either in my own name or anonymously or pseudonymously in the name of the any other person, in such book, article broadcast or letter.

Place:_____

Signature

Date:_____

Name:_____

Designation:_____

Department:_____

Mobile No.: _____