

**Annexure – II**

**Application Form**

(To be filled in Capital Letters)

Affix recent  
passport size  
photo

**Name of the Post applied for .....**

1. Name of the Applicant :
2. a) Father's Name :
- b) Husband's Name :
- (wherever applicable)
3. Category  
(General/EWS/Ex.Serv./SC/ST/OBC/PWD) :
4. Date of Birth :
5. Age as on last date of receipt of application: ----years-----months-----days.
6. Present Post held and date of regular appointment to the post:
7. Scale of Pay and Present Basic Pay :

| <b>Level in the Pay Matrix (as per 7<sup>th</sup> CPC)</b> | <b>Present Pay in the<br/>Level in the Pay Matrix (as per 7<sup>th</sup> CPC)</b> |
|--|---|
|  |   |

8. Name of Present Ministry/Deptt. /Org. :  
(where presently employed)
9. Preference for place of posting : i)  
(From among the places given in ii)  
Advertisement, wherever required) iii)

10. Educational Qualification (Graduation onwards):

| Examination passed | Name of the University/ Institute | Subject(s)/ Discipline | Division/ Grade | Percentage of Marks | Year of Completion |
|--------------------|-----------------------------------|------------------------|-----------------|---------------------|--------------------|
|                    |                                   |                        |                 |                     |                    |
|                    |                                   |                        |                 |                     |                    |

11. Details of other qualifications, required for the post:

| Name of the Degree/ diploma/etc. | Name of the University/ Institute | Subject(s)/ Discipline | Division/ Grade | Percentage of Marks | Year of Completion |
|----------------------------------|-----------------------------------|------------------------|-----------------|---------------------|--------------------|
|                                  |                                   |                        |                 |                     |                    |
|                                  |                                   |                        |                 |                     |                    |

12. Experience (In Chronological Order):

| Ministry/Deptt.<br>/Organization | Post Held<br>on<br>regular<br>basis | Scale of pay<br>/ Pay drawn | Period of Service |              | Total<br>Experience<br>(years/<br>months) | Nature of<br>duties<br>performed |
|----------------------------------|-------------------------------------|-----------------------------|-------------------|--------------|---|----------------------------------|
|                                  |                                     |                             | From<br>(date)    | To<br>(date) |   |                                  |
|                                  |                                     |                             |                   |              |   |                                  |
|                                  |                                     |                             |                   |              |   |                                  |

13. Address for Correspondence (in capital letters)

- i) a) Office Address : .....  
.....  
.....  
.....
- b) Residential Address : .....  
.....  
.....  
.....
- ii) Mobile No. : .....
- iii) Email ID : .....

Dated:

(Signature of the Applicant)

(Name of the applicant)

**Annexure - III**

**DECLARATION**

1. I hereby certify and declare that
  - (i) I have carefully gone through the conditions given in the Advertisement;
  - (ii) All the statements made and information given by me in this Application Form are true, complete and correct to the best of my knowledge and belief;
  - (iii) I fulfill all the criteria of eligibility regarding age, educational/other qualifications and experience, etc. prescribed, as on closing date of the receipt of applications for the post applied; and
  - (iv) In case my application is not received by BIS within the stipulated date due to postal delay or any reason, BIS will not be responsible for such delay.
  
2. I fully understand that in the event of incomplete Application Form OR any information or part of it, being found false or incorrect, before or after appointment, action can be taken against me by BIS and my candidature/appointment shall automatically stand cancelled/terminated.

(Name & Signature of the Applicant)

Date :  
Place :

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**CERTIFICATE**

(For use of Forwarding Authority)

1. It is certified that;
  - (i) Shri / Smt. .... fulfills the eligibility criteria given in the advertisement;
  - (ii) There is no vigilance/administrative case either pending or contemplated against Shri / Smt. ....; and
  - (iii) No major/minor penalty has been imposed on Shri/Smt. .... during the last 10 years. (In case any penalty was imposed, the details thereof may please be given)
  
2. Duly attested copies of APARs of the applicant, for the last five years, are enclosed herewith.
  
3. On Selection of Shri/Smt. .... for the post of ..... in BIS on deputation, he/she will be relieved at the earliest.

(Signature) :

Date:  
Place:

Name of the Forwarding Officer:  
Designation:  
Office Phone No.:  
Office email ID:  
Office Seal: