

## FORMAT OF APPLICATION

1. Advertisement dated: .....
2. Post applied for .....
3. Name in full (Block Letters): .....
4. Father's/ Spouse Name : .....
5. (a) DOB: (dd/mm/yyyy) : .....
- (b) Age on closing date : .....
6. Category : (General/SC/ST/OBC) .....
7. Educational / Technical Qualifications: (In chronological order from matriculation onwards).

S.No.	Name of Course/ Exams passed	University/ Institution/ Board	Duration of the Course	Year of Passing	Subjects Offered	Subject of specialization	Div./ Class & % of Marks

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

8. Employment Record: (Details in chronological order, starting with the first job to current employment status).

S.No.	Name & Address of Employer	Post/ Designation	Please specify whether the post was held on adhoc/ regular/ permanent	Period (from – To)	Total period of each employment in years, months & days for the said post/ designation	Scale of pay & grade pay	Nature of duties

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

9. Total Experience in years .....

10. Computer skills : .....

11. Course/ Certification: .....

12. (i) Address for correspondence: .....

(in BLOCK LETTERS): .....

Pin Code : .....

(ii) Office Address .....

(in BLOCK LETTERS) .....

Pin Code : .....

(ii) Telephone No: .....

(a) Office No. : .....

(b) Residence No: .....

(iii) Mobile No. : .....

(iv) E-mail ID .....

13. Permanent Address: .....

(In BLOCK LETTERS): .....

Pin Code. ....

Telephone Number: .....

14. Any other information you may wish to add (like list of publications, Membership earned of societies, awards and recognition, etc. (in brief)) :

.....

.....

15. Vigilance Status:

Please indicate if : (please tick)

Yes

No

(a) Are you currently under suspension:

.....

(b) A charge sheet and the disciplinary proceeding against you

.....

(c) Prosecution for a criminal charge is pending against you

.....

16. Details of Enclosures:

.....

.....

17. DECLARATION:-

I Mr./ Mrs./ Ms. .... certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation.

Place:

Date:

Signature of the candidate