

## 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. Belongs to category : .....
7. Educational / Technical Qualifications: (In chronological order from matriculation onwards).

Affix Colored  
Passport size  
photograph  
  
(not more than  
three month old)

S.No.	Name of Course/ Exams passed	University/ Institution/ Board	Duration of the Course	Year of Passing	Main subjects taken	Subject specialisation of	Div./ Class & % of Marks

(Enclose a separate sheet, duly authenticated by your signature, if the given space 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/ current duty charge/ MACP basis	Period (from - To)	Total period of each employment in years, months & days for the said post/ designation	Scale of pay & grade pay/ Level of Pay Matrix Please specify whether scale is Regular/ MACP basis	Nature of duties

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

9. Total Experience in years.....

10. Total Experience in years as per eligibility criteria of DSIIDC  
.....

11. Computer skills: .....

12. Course/ Certification: .....  
.....  
.....

13. (i) Address for correspondence (In BLOCK LETTERS):

.....  
.....  
.....

Pin Code : .....

(a) Mobile No.....

(b) E-mail ID: .....

13. (ii) Permanent Address (In BLOCK LETTERS) :

.....  
.....

Pin Code: .....

Telephone Number:.....

**14. Employer Address (Name & Designation of Controlling Authority/HoD):**

.....  
.....  
.....

Pin Code : .....

a. Telephone No:.....

b. Residence No.: .....

c. Mobile No.:.....

d. E-mail ID:.....

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

.....  
.....

16. 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 .....

17. Details of Enclosures:

.....  
.....

18. 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

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**CERTIFICATE**

**(TO BE FORWARDED BY THE HEAD OF ORGANIZATION )  
(Applicable for candidates already working in Central Govt./State Govt./Public Sector  
Undertakings/Autonomous Institutions)**

- (i) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer integrity of the officer is also certified.
- (ii) The application of Mr./Mrs./Ms.....is recommended. In case of his/her selection, the Department / organization will relieve him/ her.
- (iii) The Copies of ACRs/ APARs for the last five years are also enclosed.
- (iv) It is hereby declared that we will not have any objection to relieve him/her, in case of his/her selection.

Place:

Date :

**Signature of the Head of the  
Organization / Office with Office Seal**