

Name of the post applied for: \_\_\_\_\_

(Separate application required if applying for more than one post)

S.No	Details required:	Details furnished
01.	<b>Name of the applicant (in BLOCK letters):</b> Designation: Pay Level: Date of entry into service:	
02.	Date of Birth (in Christian Era)	
03.	Educational Qualifications:	
04.	Details of the Office in which the official is working alongwith postal address, Telephone No. and Email ID of the office.	
05.	Status of the Department: Whether it is Central Government /State Government and Name of the Ministry/Department:	
06.	Date of retirement on superannuation under Central/State Government rules	

07. Details of employment in chronological order (Enclose a Separate Sheet, if required)						
Name of the Organisation /Institute/ Department	Post Held (Regular)	From	To	Pay Level of post held on regular basis	Period of Experience and nature of duties	

**Important: Pay Level granted under MACP/NFSG/NFU are personal to the official and therefore, should not be mentioned. Only Pay Level/Pay Scale of the post held on regular basis to be mentioned. Details of financial upgradation under MACP/NFSG/NFU with present Pay Level/Pay Scale where such benefits have been drawn by the applicant may be indicated as below-**

Organisation/Department	Pay Level drawn under MACP/NFU/NFSG Scheme	From	To

<b>08.</b>	Nature of present employment: i.e. Adhoc or Temporary or Quasi-Permanent or Permanent											
<b>09.</b>	<p>In case the present employment is held on deputation/contract basis, please state:</p> <ul style="list-style-type: none"> <li>• The date of initial appointment</li> <li>• Period of appointment on deputation/contract</li> <li>• Name of the parent office/Organisation to which the applicant belongs</li> <li>• Name of the post and Pay of the post held in substantive capacity in the parent Organisation</li> </ul> <p>Note: In case the officer is already on deputation, the application of such officer should be forwarded by the parent cadre / department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate</p>											
<b>10.</b>	Total emoluments drawn per month											
<b>11.</b>	<p>Whether being on deputation earlier (Yes/No) If Yes, details thereof</p> <p>Whether mandatory cooling-off period completed after completion of deputation period (Yes/No) If yes, date of completion of cooling-off period</p>											
<b>12.</b>	Whether belong to SC/ST/OBC:											
<b>13.</b>	<p>Last 05 years APAR grading</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>2023-24</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2019-20	2020-21	2021-22	2022-23	2023-24						
2019-20	2020-21	2021-22	2022-23	2023-24								
<b>14.</b>	Additional information, if any, in support of suitability for the post. Enclose a separate sheet, if the space is insufficient.											

**Place:**  
**Date:**

**Signature of the Candidate**  
**Mobile No:**  
**e-mail ID:**

**Annexure-II**

**Certificate (To be given by the Cadre Controlling Authority)**

1. Certified that the particulars of the officer as furnished above have been verified and found to be correct.
2. The officer is holding the post / analogous post on regular basis.
3. Certified that no disciplinary proceedings are pending/contemplated against the officer.
4. The Integrity of the Officer is also certified.
5. A list of major/minor penalties imposed, if any are enclosed.
6. Copies of APARs for the last 05 years \_\_\_\_\_ are enclosed.

**Encl:**

**Signature of the Cadre Controlling  
Authority/ Head of the Department  
with Seal**

**Office Telephone No.**

**E-mail ID:**

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