

Name of the post applied for: _____
 (Separate application required if applying for more than one post)

S.No	Details required:	Details furnished
01.	Name of the applicant (in BLOCK letters): 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/Adhoc)	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

08.	Nature of present employment: i.e. Adhoc or Temporary or Quasi-Permanent or Permanent	
09.	In case the present employment is held on deputation/contract basis, please state: <ul style="list-style-type: none"> • The date of initial appointment • Period of appointment on deputation/contract • Name of the parent office/Organisation to which the applicant belongs • Name of the post and Pay of the post held in substantive capacity in the parent Organisation 	

	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				
10.	Total emoluments drawn per month				
11.	Whether being on deputation earlier (Yes/No) If Yes, details thereof Whether mandatory cooling-off period completed after completion of deputation period (Yes/No) If yes, date of completion of cooling-off period				
12.	Whether belong to SC/ST/OBC:				
13.	Last 05 years APAR grading				
	2018-19	2019-20	2020-21	2021-22	2022-23
14.	Indicate three choice of stations (in order of preference)				
15.	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:

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:**