

Name of the post applied for: _____
 (Separate applications required if applying for multiple posts)

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 Qualification:	
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

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 	
10.	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				
11.	Total emoluments drawn per month				
12.	Last 05 years APAR grading				
	2020-21	2021-22	2022-23	2023-24	2024-25
13.	Indicate max. three choice of stations (in order of preference)				
14.	Additional information, if any, in support of suitability for the post. Enclose a separate sheet, if the space is insufficient.				
	a) Category: - Gen/SC/ST/OBC b) PwBD: - No/Yes * If yes - Remarks				

Undertaking: I have carefully gone through the vacancy circular / advertisement and the information / details furnished by me are correct and true to the best of my knowledge and no material fact has been suppressed / withheld.

Place:
Date:

Name & 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. (enclosed)
5. A list of major/minor penalties imposed during the last 10 years, if any are enclosed.
6. Copies of last 05 years APARs are enclosed.

Encl:-

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

**Office Telephone No.
E-Mail Id:**
