

Application for the post of _____ on deputation in Indira Gandhi National Open University (IGNOU), New Delhi.

Name of the post applied for: -				Recently Passport Photo		
1	Name	:				
2	Address	:				
3	Date of Birth (in Christian era)	:				
4	(i) Date of entry into service	:				
	(ii) Date of retirement under Central/State Government Rules	:				
5	Category	:				
6	Educational Qualifications	:				
	Examination Passed	Discipline/ Specialization/ Subjects	Board / University	Year of Passing	Percentage of marks	Division/ Class
7	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		:			
Qualifications/Experience required as mentioned in the advertisement/ vacancy circular			Qualification/experience possessed by the Officer			
Essential			Essential			
(A)	Qualification		(A)	Qualification		
(B)	Experience		(B)	Experience		
Desirable			Desirable			
(A)	Qualification		(A)	Qualification		
(B)	Experience		(B)	Experience		
8	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		:			
8.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the application form) with reference to the post applied.					
9.	Details of Employment, in reverse chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post	Total Emoluments	Nature of Duties (in detail) highlighting experience required for the post applied for

				held on regular basis		
Important: 1. Pay-band, Pay Level or Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level or Pay Band & Grade Pay of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated. 2. In case the applicant belongs to an Organisation which is not following the Central Government pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.						
10.	Nature of present employment i.e. Adhoc or temporary or Quasi-Permanent or Permanent			:		
11.	In case the present employment is on deputation/contract basis, please state			:		
(a) The date of initial appointment		(b) Period of appointment on deputation/contract		(c) Name of the parent office/organization to which the applicant belongs.	(d) Name of the post and pay of the post held in Substantive capacity in the parent organization	
11.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. Note: Information under Column 11 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization					
12	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			:		
13	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)			:		
	(a)	Central Government		:		
	(b)	State Government		:		
	(c)	Autonomous Organisation		:		

	(d)	Government Undertaking	:	
	(e)	Universities	:	
	(f)	Others	:	
14	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		:	
15	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		:	
16	Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to		:	
16.A	(i) additional academic qualifications		:	
	(ii) professional training and		:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)		:	
	(Note: Enclose a separate sheet, if the space is insufficient)			
16.B	Achievements:		:	
	The candidates are requested to indicate information with regard to;		:	
	(i) Research publications and reports and special projects		:	
	(ii) Awards/Scholarships/Official Appreciation		:	
	(iii) Affiliation with the professional bodies/institutions/societies and;		:	
	(iv) Patents registered in own name or achieved for the organization		:	
	(v) Any research/innovative measure involving official recognition		:	
	(vi) any other information.		:	
	(Note: Enclose a separate sheet if the space is insufficient)			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the application and duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld and the aforesaid information will also be assessed by the Selection Committee at the time of selection for the post.

(Signature of the Candidate)

Address _____

Date.....

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected he/she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt_____

(ii) His/her integrity is certified.

(iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APAR for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years in enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)