

APPLICATION FORM FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER (ON DEPUTATION)

1. Name and Address (in Block letters)				
2. Father's Name				
3. Date of Birth (in Christian era)				
4. Marital Status				
5. Address for Communication Email Address: Mobile No.:				
6. i) Date of entry into service				
ii) Date of retirement under Central/State/Autonomous Bodies/PSUs as per Govt. Rules				
7. Educational Qualifications				
Sr.No.	Qualification	Year of Passing	<u>Board/University</u>	<u>Percentage</u>
8. 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)			Yes / No	

9. Details of Employment in 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 & Grade Pay/Pay Scale of post held on regular basis	Nature of Duties(in detail) Highlighting experience required for the post applied.

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale 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 as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
10. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
11. In case present employment is held on deputation/contract basis please state:			
a) Date of initial appointment:	b) Period of appointment on deputation/contract:	c) Name of parent office/organization to which the applicant belongs:	d) Name of post & Pay held in substantive capacity in parent organization:
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 Column11(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) Other			
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 or Pay? If yes, Give the date from which the revision took place and also indicate the pre-revised scale.	
16. Total emoluments per month now drawn:	Basic Pay in PB: Grade Pay: Total Emoluments:
17. 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 professional bodies/institutions/societies (iv) Patents registered in own name or achieved for organization (v) Any research/ innovative measures involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)	
18. Whether belongs to SC / ST / OBC / EWS / PWD:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided 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.

(Signature of the candidate)

Address: _____

Date: _____

[Mandatorily to be submitted on the letter head of the organization]

FORWARDING OF APPLICATION - THROUGH PROPER CHANNEL
(APPLICABLE ONLY FOR IN-SERVICE CANDIDATES)

1. Shri/Smt./Dr. _____ is a permanent / temporary employee of this organization holding Group A/B/C post of _____ w.e.f. _____ in Level _____ of 7th CPC.
2. Shri/Smt./Dr. _____ is willing to apply for the post of Chief Administrative Officer (on Deputation) at IIPS, Mumbai and his/her application is forwarded for consideration and necessary action. If selected, he/she will be relieved within _____ weeks of his/her selection.
3. The Date of birth, qualification, experience and other details furnished by Shri/Smt./Dr. _____ in application form have been verified and found correct as per service records available in this office.
4. It is certified that Shri/Smt./Dr. _____ is fulfilling the essential qualification mentioned in the advertisement.
5. The integrity of Shri/Smt./Dr. _____ is beyond doubt.
6. No vigilance or disciplinary case is either pending or contemplated against the official concerned and we also undertake to intimate if any arises after forwarding of this application.
7. Copies of up-to-date ACR/APAR dossier (for the last five years) of Shri/Smt./Dr. _____ are enclosed.

Signature of Forwarding Authority: _____

Name & Designation: _____

OFFICE STAMP / SEAL

[Mandatorily to be submitted on the letter head of the organization]

INTEGRITY CERTIFICATE

After scrutinizing the service records of Shri/Smt./Ms./Dr./Prof. _____ who has applied for the post of Chief Administrative Officer at the International Institute for Population Sciences, it is certified that his/her integrity is "**Beyond Doubt**".

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email Address of Forwarding Authority	
Telephone Number of Forwarding Authority	
Date	

[Mandatorily to be submitted on the letter head of the organization]

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms./Dr./Prof. _____ who has applied for the post of Chief Administrative Officer, at the International Institute for Population Sciences.

- i. *No major/minor penalty has been imposed on him/her during the last ten years.
- ii. *A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

*(*Strike out whichever is not applicable)*

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email Address of Forwarding Authority	
Telephone Number of Forwarding Authority	
Date	

[Mandatorily to be submitted on the letter head of the organization]

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms./Dr./Prof. _____ who has applied for the post of Chief Administrative Officer at the International Institute for Population Sciences.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email Address of Forwarding Authority	
Telephone Number of Forwarding Authority	
Date	