



Annexure 1 - Application Form

Engagement of Retired Employees as Consultant in CSIR- IMMT, Bhubaneswar

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Advertisement No. _____ Dated _____

1. Post Code: _____

2. Full Name: _____

3. Father's Name: _____

4. Date of Birth: _____ (DD/MM/YYYY) Age (as on date): _____

5. Gender: Male/ Female

6. Category (UR/SC/ST/OBC/EWS/PWD/Ex-Serviceman):

7. Present Address (PIN code):

8. Permanent Address (PIN code):

9. Mobile No. _____

10. E-mail Address: _____

11. Basic Pension: _____ (enclose self-certified copy of PPO)

12. Last Pay Drawn and Pay Level: _____ (enclose self-certified last pay slip)

13. Whether any disciplinary proceedings initiated against him/her: Yes/No.

14. Details Address of Employer:

S. No	Name of Office/Dept./Organisation	Office Address	Office Phone No.	Office Email ID

15. Details of the Education Qualification held by the Applicant.

S. No	Education Qualification	Passing Year	Marks	Percentage

16. Employment History in chronological order.

(Attach separate sheet in following format, if necessary)

Name and Address of Employer/ Organization	Period of Service	Designation of the post Held	Remuneration Grade Pay/Pay Level	Detailed Description of work	Reason of Leaving Each post

17. Professional Trainings/ Certifications

Organization	Details of Training/Certificate	Period	
		From	To

18. Name of two referees: (Not below the rank of Under Secretary/Deputy Secretary)

S. No	Name	Designation	Name of Office/Dept./Organisation	Known for (No. of Years)	Mobile No.	Email ID
1.						
2.						

Declaration: I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material/ information, my engagement shall be liable to termination without notice.

Place: _____

Signature of Applicant_____

Date: _____

Name of the Applicant_____



Annexure 2

Service cum Experience Certificate

Certified that Mr/Mrs..... was employed in the office of the.....in the position of/ post heldin the pay level..... (7th CPC)/Grade Pay..... (6th CPC) for the period from to which is a CSIR/ Central/ CAB/ Central PSUs/ State Govt/ State PSUs/ State Autonomous.

His/her nature of duties includes Recruitment & Assessment of Scientists, Technical & Administrative staff, Establishment matter, personal file, handling of service records, study leave, foreign deputation, pay fixation, pay bill arrear, Audits, Weeding out of records, Tender on GeM and CPP portal, Medical Bill, Salary Bill, Income Tax, GST calculation with working Knowledge in Word/Excel/Power Point, Finance and Accounts.

(Delete or strike out which is not applicable)

Signature of the officer (with seal)

Name:

Designation:

Address:

Place:

Date: