Annexure-I

Application for the post of Deputy Director, Kalakshetra Foundation

Affix passport photo of self

1. Name and address (in Block letters):	
2. Mobile No.	
3. Email address	
4. Date of Birth (In Christian era)	
5. Date of retirement under Central/State Government:	
6. Educational Qualifications	
7. Service to which you belong	
8. Please indicate which of the qualifications do you possess? (i) Do you hold analogous post on regular basis in Level-11 of VII Central Pay Commission Pay Matrix? **OR** (ii) Do you possess three years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 of VII Central Pay Commission Pay Matrix (V Pay	

Commission Pay Scale Rs.8000 – 275 – 13500) or equivalent in the parent cadre or Department; **OR** (iii) Do you possess eight years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 in the VII Central Pay Commission Pay Matrix (V Pay Commission Pay Scale Rs.6500 – 200 – 10500) or equivalent in the parent cadre or Department;	
9. Do you possess eight years' experience in administration / accounts matters?	
10. Please state whether in the light of entries made by you above, you meet the requirement of the post.	

11. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient:

Office/ Organisation	Whether Central Govt./ State Govt./ University/ Res. Institutions/ PSU/ Statutory/ Autonomous Organisation	Post held with Pay Level	Period of service		Nature of appointment (regular/ ad-hoc/ deputation)	Nature of Duties with brief details of works performed during the appointment
			From	To		

12. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent	
13. In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment (b) Period of appointment on deputation/ contract	
14. Additional details about present employment. Please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) PSU (f) Universities	
15. Are you in VII Pay Commission pay level? If yes, give the date from which the revision took place (Please indicate the pre-revised scale, as well)	
16. Existing total emoluments drawn per month.	
17. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	
18. Whether belong to SC/ST/OBC	
19. Remarks, if any	

Place: Signature of Candidate

Date:

Annexure-II

(Certificate to be furnished by the employer / Head of Office/ Forwarding Authority)

Certified that the particulars furnished by Shri/Ms._____ are correct and he/she possesses qualifications and experience mentioned in the vacancy circular.

Also certified that:

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____.

(ii) His/Her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years i.e. for the year from 2014-15 to 2018-19 duly attested are enclosed.

(iv) That no major/minor penalty has been imposed on the applicant in last 10 years.

(v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.

(Signature with seal of the authorized signatory on behalf of the employer)