

**ANNEXURE-II****APPLICATION FORM****POST APPLIED FOR:**

Photograph  
(3.5 cm x 3.5 cm)

1. Full Name (in block letters) :
2. (a) Address for communication :
- (b) Telephone No. / Mobile No. :
- (c) Fax / E-mail address :
3. Date of Birth :
4. Date of Retirement :
5. Whether belongs to SC / ST / OBC  
(Please ✓ in relevant box) : SC ☐ ST ☐ OBC ☐ GEN ☐
6. Present post with scale of pay
7. Date of continuous appointment in the  
present post :
8. Date of first appointment in Class – I cadre  
of the Port Trust :
9. Educational and other qualifications :

| Examination | University | Year of passing | Class and percentage<br>obtained | Special Subjects |
|-------------|------------|-----------------|----------------------------------|------------------|
|             |            |                 |                                  |                  |

10. Details of fulfilling qualifying service in the  
feeder grade :

| Pay scale | Period           |    |                      |    |                        |    |
|-----------|------------------|----|----------------------|----|------------------------|----|
|           | on Regular basis |    | on Officiating basis |    | Against Temporary post |    |
|           | From             | To | From                 | To | From                   | To |
|           |                  |    |                      |    |                        |    |
|           |                  |    |                      |    |                        |    |
|           |                  |    |                      |    |                        |    |

Note: (1) The above columns shall be clearly filled in.

(2) Pay scale granted as financial up gradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

11. Details of employment / experience in chronological order :

| Name of the Organisation | Posts held | Scale of pay | From | To | Nature of duties |
|--------------------------|------------|--------------|------|----|------------------|
|                          |            |              |      |    |                  |

12. Languages Known (Read, Write and Speak) :

13. Any other information desired to be furnished :

**I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature / appointment may be cancelled / terminated without any notice and in the event of any selection to the above post, I will not withdraw and undertake to accept the appointment / posting.**

(Signature of the Applicant)

Place:

Date:



**ANNEXURE-III**

Certificate to be given by Head of Office of

Shri / Smt. ....

Designation.....

1. It is certified that the particulars furnished by the Officer are correct and he / she fulfils the eligibility criteria
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and that he / she is clear from the Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no Major / Minor penalty has been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2014-2015 to 2018-2019 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.



**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE  
COMMENTS / CLEARANCE IS BEING SOUGHT**

[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs :  
including batch / year cadre, etc.,  
wherever applicable
7. Positions held (During the ten :  
preceding years)

| Sl. No. | Organisation (Name in full) | Designation & Place of posting | Administrative / Nodal Ministry / Department Concerned (in case of officers of PSUs, etc.) | From | To |
|---------|-----------------------------|--------------------------------|--|------|----|
| 1.      |                             |                                |  |      |    |
| 2.      |                             |                                |  |      |    |
| 3.      |                             |                                |  |      |    |
| 4.      |                             |                                |  |      |    |
| 5.      |                             |                                |  |      |    |

8. Whether the officer has been placed :  
on the "Agreed List" or "List of  
Officers of Doubtful Integrity"  
[If yes, details to be given]
9. Whether any allegation of misconduct :  
involving vigilance angle was  
examined against the officer during  
the last 10 years and if so, with what  
result (\*).

*Amid*

10. Whether any punishment was :  
awarded to the officer during the last  
10 years and if so the date of  
imposition and details of the penalty  
(\*)

11. Is any disciplinary / criminal :  
proceedings or charge sheet pending  
against the Officer as on date [If so,  
details to be furnished; including  
reference no., if any, of the  
Commission]

12. Is any action contemplated against :  
the Officer as on date [If so, details to  
be furnished](\*)

Date:

(Name and Signature)

(\*) If vigilance clearance had been obtained from the Ministry / CVC in the past, the  
information may be provided for the period thereafter.

