

F.No.MoES/38/01/2020-Estt.
Government of India
Ministry of Earth Sciences
PrithviBhavan, Lodhi Road
New Delhi-110 003

Annexure - I
FORMAT OF APPLICATION

Affix
passport size
photograph

1.	The applicants may please specify if he/she wish to consider him/her for a specific method of recruitment i.e. i) deputation (including short-term contract)/absorption basis only. ii) Direct Recruitment (on tenure) basis only. iii) Both for deputation (including short-term contract)/absorption failing which by Direct Recruitment (on tenure) basis.			
2.	Name in full (in block letters)			
3.	Father's/Spouse's name			
4.	(a) Date of Birth	Date	Month	Year
	(b) Age as on closing date			
5.	Nationality			
6.	Religion			
7.	Category (SC/ST/OBC/PH/General)			
8.	Whether documentary proof from appropriate authority in support of your claim being SC/ST/OBC is enclosed (please tick)	Yes	No	
9.	Address for correspondence (in block letters with pin code)			
10.	Permanent address (in block letters)			

11.	Contact mobile number/e-mail id	mobile:				
		e-mail:				
12.	Educational Qualification (in chronological order from 10 th standard onwards)					
	S. No.	Courses Passed	University/Institution/ Board	Year of Passing	Subjects taken	Result with Division/Class
13.	Professional Training					
	Organization	Period		Details of Training		
		From	To			
14.	Employment records (in chronological order starting with the first job)					
	Name and address of employer/institution	Period		Designation of post held and scale of pay	Nature of work and level of responsibilities	
		From	To			
15.	Details of Last Employment Held					
	(i) Permanent/Temporary/Ad-hoc					
	(ii) Scale of Pay and Basic Pay					
	(iii) Other allowances					
	(iv) Total Salary (ii+iii)					
	(v) Whether your organization is a Central Government organization or State Government organization or Central Autonomous Institution or Central Government Undertaking or State Government Undertaking or					

	Statutory Body or University or any other – please specify In case this employment is held 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/ service to which you belong	
16.	Details of research work/experience, if any	
17.	Specialization with reference to experience desired for the post	
18.	Remarks - any other information you may wish to add (list of publications, membership of learned societies, awards and recognition, etc.)	
19.	Details of Enclosures	

20. Declaration

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material/information, my appointment shall be liable to be summarily terminated without notice/compensation.

Place:

(Name and Signature of Candidate)

Date:

Certificate To Be Given By The Head Of Organization/Office

Certified that the above particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. He/she has not been awarded any major/minor penalty during the last 10 years. His/Her up-to-date CR Dossier (including ACRs/APARs for the last 5 years) is enclosed. Integrity of the officer is also certified.

Place:


(Name and Signature of the Head of the Organization/Office with Official Seal)

Date:

General Conditions:

- I. The Ministry reserves the right to cancel the recruitment without assigning any reason.
- II. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to advertisement is large, it shall not be convenient/possible for the Search cum Selection Committee to interview all the candidates. No correspondence shall be entertained with candidates who are not called for interview/selected for appointment. Canvassing in any form will result in disqualification of candidature.
- III. Experience will be counted after completion of essential academic qualifications.
- IV. How To Apply: Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format given below:
 - (a) Candidates working in Government/Semi-Government Department /Public Sector Undertaking /Autonomous/ Statutory organization should apply through proper channel.
 - (b) Copies of certificates in support of educational qualifications, date of birth, and experience should be attached with the application. Candidates will have to produce the original certificates as and when required.
 - (c) Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejection shall be entertained.
 - (d) Completed applications should be sent to the Deputy Secretary (Estt.), Ministry of Earth Sciences, PrithviBhavan, Lodhi Road, New Delhi - 110003, by Registered Post in a cover super scribed "Application For The Post Of Director, NIOT, Chennai" within 42 days (60 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) from the date of publication of this advertisement in employment news/leading newspapers.

This advertisement is also available on the website of Ministry of Earth Sciences i.e. www.moes.gov.in /DoP&T's website www.persmin.nic.in & NIOT website <http://www.niot.res.in>.


(Dharkat R Luikang)
Under Secretary