

ANNEXURE – II

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE-II/ PERSONAL ASSISTANT
ON DEPUTATION BASIS IN NATIONAL COMPANY LAW TRIBUNAL**

Paste here self
attested passport size
coloured photograph

1.	Post Applied For	:				
2.	Name of the Bench applied for	:				
3.	Name (IN BLOCK LETTERS)	:				
4.	Date of Birth	:				
5.	Date of retirement under Central Government Rules	:				
6.	Service to which you belong	:				
7.	Whether SC/ST	:				
8.	Office Address	:				
	Telephone No.	:				
	Fax No.	:				
9.	Correspondence Address	:				
	Telephone No.	:				
	Mobile No.	:				
	Email id (mandatory)	:				
10.	Permanent Address	:				
11.	Level in Pay Matrix along with Present Pay, Present Post held and date of present posting	:				
12.	Educational Qualifications (Matric onwards)					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:

Date:

Signature of the Candidate _____

Address:

Certificate to be furnished by the Employer/Head of Office/ Forwarding Authority:

Certified that the above particulars furnished by Shri/Smt. _____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. _____.
2. That his/her integrity is certified
3. That his/her CR/ APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
4. That no major/minor penalty has been imposed on him/her during the last ten years.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

.....

Signature :

Name :

Designation :

Tel. No.

(Office Seal)

List of enclosures:

- 1.
- 2.