

## APPLICATION FORMAT

1.	Name and Address <i>(in Block Letters)</i>					
2.	Date of Birth <i>(in Christian Era)</i>					
3.	i. Date of Entry into Regular Service					
	ii. Date of Retirement under Central/State Govt. Rules					
4.	Educational and Professional Qualifications					
5.	Details of Employment, in chronological order. Pl. enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office / Institution	Post held on Regular basis	From	To	Pay Band and Grade Pay/ Pay Scale of the post held on Regular basis	Nature of duties (in detail)
6.	Nature of present employment, i.e., ad-hoc, temporary/or permanent					
7.	In case the present employment is held on deputation basis, please state					
	a. The date of initial appointment					
	b. Period of appointment on deputation/contract					
	c. Name of parent office/organization to which you belong					
	d. Name of the post & pay of the post held in substantive capacity in the parent organization					
8.	If any post held by the Applicant on deputation in the past, the date of return from the last deputation and other details					
9.	Additional details about present employment <i>Please state whether working under (indicate the name of your employer against the relevant column)</i>					
	a. Central Government					
	b. State Government					
	c. Autonomous Organization					
	d. Government Undertaking					
	e. Universities					
	f. Others					
10.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade					
11.	Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale					
12.	i. Basic Pay as per 7 CPC					
	ii. Pay level					
	iii. Total emoluments per month now drawn					
13.	Additional information, if any, which you would like to					

	<p>mention in support of your suitability for the post.  <i>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in Vacancy Circular / Advertisement)</i>          Note: Enclose a separate sheet, if the space is insufficient</p>	
14.	Whether belongs to SC/ST	
15.	<p>Remarks  <i>(The candidates may indicate information with regard to (i) Research Publications and Reports &amp; Special Projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation with the Professional Bodies / Institutions / Societies and (iv) any other information)</i></p>	

I, have carefully gone through the vacancy circular/ advertisement and am well aware that the information furnished in the format duly supported by documents in respect of essential qualification/work experience etc. submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate  
 Address:

Date:

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the Applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years attested by a Group `A` Officer of the rank of Under Secretary of the Govt. of India or equivalents are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

(Employer with Seal)