

**APPLICATION PROFORMA FOR THE POST OF
SENIOR TECHNICAL OFFICER (INFORMATION TECHNOLOGY)
PART – A
(Application preferably typed)**

1.	Post applied for on deputation basis or short term contract basis (please indicate specifically)				
2.	Name of Applicant (in Block Letters)				
3.	Address in Block Letters				
4.	Contact No.				
5.	E-Mail including alternative e-mail (if any)				
6.	Category(Gen/SC/ST/OBC)				
7.	Date of Birth				
8.	Date of Retirement under Central Government Rules				
9.	Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)				
S. No.	Exam passed	Year of Passing	Subjects offered	Board / University	%age of marks

10. Details of Employment in Chronological Order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)

Office/Institution/Organisation	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (in CDA/IDA Pattern)	Nature of Duties

11. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

Qualification /Experience Required	Qualifications / Experience possessed by the applicant
Essential: Officers of the Central/State Government/ PSUs/ Autonomous Bodies: (ii) Holding analogous post on regular basis (or) having 3 years regular service in the PML 7 (Rs. 44900-142400) and possessing i. Bachelor's Degree in Engineering in Computer Science / Electronics & Communication/ Information Technology (IT) or MCA or M.Sc. (IT) from a UGC/AICTE recognized University / Institute; ii. Four years post qualifications experience in a reputed organization handling electronic data processing*. *The experience in electronic data processing must include: e) Data Administration and Operational work – Maintaining data base by collecting information from different sources; f) Website content management; g) Internet surfing; h) Handling bulk e-communications. Desirable: Development and Administration of the E-Systems, testing, installing and application of the new soft- wares and ensuring their functioning, up-gradation/ modification and replacement etc.	

12. Nature of present employment, i.e. Adhoc or Temporary or Regular	
13. In case the present employment is held on Deputation/ Contract basis, please state: - a. The date of initial appointment on Deputation/contract b. Period of appointment on Deputation/ Contract c. Name and address of the parent Office/ Organisation to which applicant belongs	
14. Additional details about present employment. Please state whether working under:- (a) Central Government/State Government (b) Autonomous Body (c) PSU/Statutory Body/University	
15. Gross monthly emoluments drawn with grade pay (Please provide details thereof) (Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)	
16. Additional information, if any, which you would like to mention in support of your suitability to the post. This is among other things may provide information with regard to – (i) Additional academic qualification (ii) Professional Training (iii) Work experience over and above prescribed in the advertisement (Please use separate sheet in case space is insufficient).	

DECLARATION : I have read the terms and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NDTL, in case, any information given above is found to incorrect/ incomplete or false/ forged.

Place & Date:

(Signature of the applicant)

PART – B**FOR THE USE OF CADRE CONTROLLING AUTHORITY / DEPARTMENT ONLY**

1.	Whether the officer meets eligibility requirement as on the closing date of application	
2.(a) (i)	Whether any vigilance case is pending or contemplated against the Officer	
(ii)	If Yes, please give details	
(b). i	Whether any major/ minor penalty has been imposed on the proposed Officer during the last ten years	
ii	If yes, please give details	
iii	Indicate whether any penalty is in operation as on date.	
(c)	Whether officer is presently working in parent cadre or deputation or another ex-cadre post date from which deputation or another ex-cadre post and the remaining tenure of his/her cadre clearance. Whether cadre clearance for the Officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2024 submitted within prescribed time.	

It is certified that the information/ entries furnished by the Officer has been verified from the service records.

Date:

Place:

**Signature of the Forwarding Authority
(with stamp)**

PART – C
CHECK-LIST OF DOCUMENTS TO BE ATTACHED

(Please tick)

1	Application in prescribed format duly forwarded by the sponsoring authority	
2	Complete and up to date APAR for the last five years from 2020-21 onwards or attested photocopy thereof	
3	If APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for that period to be attached along with APARs of the previous years(s)	
4	Vigilance Clearance Certificate	
5	Integrity Certificate	
6	Major/Minor penalty Statement	
7	Cadre clearance from cadre controlling/appointing authority	

Date :

Place:

Signature of the Forwarding Authority
(with stamp)