

Annexure-II

Application for the post of.....

1	Name and Address (in Block letter)	
2	Date of Birth (in Christian era)	
3	Date of retirement under central/Sate Government rules	
4	Educational Qualification	
5	Whether educational and other qualification require for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in rules. State the authority for the same)	

		Qualification/Experience required	Qualification/Experience Possessed by the officer
Essential	(1)		
	(2)		
Desirable	(1)		
	(2)		

6. Please state clearly Whether in the light of entries made by you above, you meet the requirement of the post

7. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient

Office/ Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (in detail)

8. Nature of present employment, i.e., ad hoc or Temporary or Quasi-permanent or permanent

9. In case the present 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 to which you belong

10. Additional details about present employment [please state whether working under (indicate the name of your employer against the relevant column)];

a) Central Government -

b) State Government -

c) Autonomous organization -

d) Government undertaking -

e) Universities -

f) others -

11 please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement).

15. Whether belongs to SC/ST

16. Remarks

(The candidates may indicate information with regard to (1) Awards / Scholarship / Official appreciation (2) Affiliation with the professional bodies / Institutions / Societies and (iv) any other information)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature_____

Place_____

Address_____

Date_____

CERTIFICATE

To be filled in by the parent office/ Department

Certified that the particulars furnished by the applicant have been checked from available records and found correct

Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.

Certified also that no Vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.

Photocopies of complete and up to date APAR dossier of the officer for the last five years, duly attested, on each page enclosed.

No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature_____

Name & Designation of the Head of the Department/

Authorized Signatory with seal

Telephone Number_____