

ANNEXURE-II

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1.	Name and address (In Block Letters)	
2.	Post applied for	Accounts Officer
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of superannuation (DD/MM/YYYY)	
5.	Status of your present employer (Pl. specify whether Central Govt. / State Govt / Autonomous / Statutory Body / PSU / others (specify)	
6.	Initial date of appointment in Govt. Service	
7.	Office of address with Telephone No. & email	
8.	Residential Address with Telephone No.	
9.	Present post held alongwith Pay level and present basic Pay / Pay Scale / pay Bank and Grade pay of the post held	
10.	Educational Qualifications	

Please state clearly whether in the light of entries made by you below, you meet the requisite Essential Educational and other qualifications and work experience required for the post (if any qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)

Essential		Qualification / Experience required	Qualifications / Experience possessed by the officer
	1		
	2		
Desirable (wherever applicable)	3		
	a		
	b		
	c		

12. 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 in old pay hand	Nature of duties (In details)

13. Nature of present employment i.e. adhoc or Temporary or /quasi-permanent or Permanent

14. In case of 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

15. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder to feeder grade

16. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale

Total emoluments as per month now drawn

18.	<p>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:-</p> <ul style="list-style-type: none">(i) Additional academic qualification(ii) Professional training and(iii) Work experience over the above prescribed in the vacancy circular / Advertisement) <p>Note: Enclose a separate sheet, if the space is insufficient</p>	
19	<p>Please state whether you are applying for Deputation (ISTC) /Absorption/ Reemployment basis. (Officers under Central /State Governments are only eligible for "Absorption" Candidates of non Government Organisations are eligible only for short Term Contract)</p>	
20	<p>Remarks (The candidates may indicate Information with regard to</p> <ul style="list-style-type: none">(i) Research publications and reports and special projects(ii) Awards / Scholarship / Official Appreciation(iii) Affiliation with the professional bodies / institutes / societies and(iv) Any other information. <p>Note: Enclose a separate Sheet if the space is insufficient)</p>	
21	<p>Please state briefly how you find yourself best suitable for the posts applied for</p>	

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

Signature: _____

Name: _____

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 Advt. I selected, he / she will be relieved immediately.

It is also certified that:-

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Ms _____.
- ii) His / her integrity is certified.
- iii) His/ her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 year duly attested by an officer of the rank of Under Secretary of the Govt. of India or above 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)
- v) Cadre Controlling Authority has no objection to the consideration of the applicant for the posts mentioned in this advertisement.

Signature _____

Name and Designation _____

Tel No. _____

Office Seal. _____

Place:-

Date:-

List of enclosures:-

1. .
2. .
3. .
4. .
5. .
6. .