

APPLICATION FORM

ANNEXURE-I

Photograph (3.5cmx3.5cm)

Post applied for: **Sr. Personnel Officer by absorption through Composite Method**

1. Full Name (in block letters) :
2. (a) Address for communication :
- (b) Telephone No./Mobile No. :
- (c) Fax/Email address :
3. Date of birth :
4. Date of retirement :
5. Category (caste certificate to be enclosed in case of SC/ST/OBC) : SC ST OBC GEN
6. Present post with scale of pay :
7. Date of continuous appointment in the present post :
8. Date of first appointment in Class-I cadre of the Post :
9. Educational and other qualifications (graduation certificate and certificate for higher professional qualification to be enclosed)

Examination	University	Year of passing	Class and percentage obtained	Special subjects

10. Details of fulfilling qualifying service:

Post	Scale (both revised & pre-revised)	Period		
		On regular basis	On officiating/Adhoc basis	On Deputation basis

Note: (1) All columns must be clearly filled in.

(2) Pay scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

11 Details of employment/
Experience in chronological order

Name of the organisation	Posts held	Scale of pay	From	To	Nature of duties

12. Any outstanding achievement in the Posts so far held (give brief note) :

13. Any other information that applicant may like to mention (give brief note) :

In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

(Signature of the Applicant)

Place:

Date:

Certificate to be given by Head of Office of the applicant.

1. The particulars furnished by the applicant are correct and he/she fulfills the eligibility criteria.
2. The veracity of educational qualification certificates are correct.
3. No disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle.
4. His/Her integrity is certified.
5. No major/minor penalties have been imposed on the applicant during the last 10 (ten) years (in terms of Ministry's letter No.A-12022/10/05-PE-E dt.01.02.2017. If any Major or Minor Penalty has been imposed on the applicant during last 10 years the details of the disciplinary case leading to such penalty along with necessary documents will have to be sent).
6. Attested copies of ACRs for the last five years (1.4.2014 to 31.03.2019) are enclosed.

SIGNATURE OF THE CHAIRMAN/DY.CHAIRMAN
WITH SEAL

- Note:
1. Applicant may enclose self-attested copies of certificates in support of the educational and other qualifications.
 2. Applicant may enclose copies of documents in support of employment in organisations other than in Major Port Trusts.