

FORMAT OF APPLICATION

Affix colored
Passport Size
Photograph
(Not more than
three months
old)

Serial Number :
(For office use only)

1. Advertisement No. :

2. Post for which applied :
.....

3. Name in full (starting with last name :
in BLOCK LETTERS leaving onospace blank between two parts of name)

.....

4. Parent's / Spouse Name :

5. (a) Date of Birth : DATE MONTH YEAR

.....

(b) Age on closing date : DAYS MONTHS YEARS

.....

6. Whether you belong to (please tick : SC ST OBC Handicapped
and if yes, attach certificate) !.....! !.....! !.....! !.....!

7. Educational Qualifications :

(In chronological order from matriculation onwards. Enclose a separate sheet, duly
authenticated by your signature, if the space below is insufficient)

SL. NO.	EXAMS. PASSED	UNIVERSITY / INSTITUTION / BOARD	YEAR OF PASSING	MAIN SUBJECTS TAKEN	SUBJECT OF SPECIALISATION	DIV. / CLASS & % OF MARKS



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8. Employment Record :

(Details in chronological order, starting with the first job)

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

S.No	Name & Address of Employer/ Instt.	Post / Fellowship / Associateship held	Ad-hoc / regular/ temp. / permanent	Period		Total period of each employment in years, months & days	Scale of pay	Nature of duties
				F R O m	To			

9. Total experience in years after Essential Qualification :

10. Details of research work / experience, if any :
(Annexure, if any, should not exceed 200 words)

11. Specialisation :
(With reference to experience desired for the post)

12. Professional Training :

SL. NO.	ORGANISATION	PERIOD		DETAILS OF TRAINING
		From	TO	



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13. Present Employment Status :

UNDER CENTRAL GOVT.	UNDER STATE GOVT.	UNDER AUTONOMOUS BODY	PUBLIC UNDERTAKING	OTHERS

14. Nationality :

15. Religion :

16.(i)Address for correspondance : (in BLOCK LETTERS) :

.....

:

:

: Pin Code :

(ii) Telephone No. :

(a) Office :

(b) Residence :

(c) Mobile:

(d) e.mail:

17. Nearest Railway Station :

18. Present Pay :

(i) Scale of Pay :

(Revised / Pre-revised)

(ii) Basic Pay :

(iii) Other allowances :

(excluding HRA & CCA)

(Please mention the nature of allowances ; DA –whether Govt/Industrial)

(iv) Total Salary :

[(ii) + (iii)]



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19. Give below the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness for the proposed appointment. They must be persons under whom you have worked or studied.

(i) Name with full address with telephone number :

(ii) Name with full address with telephone number:

20. (i) Service to which the candidate belongs :

(ii) Complete address of the cadre authority with phone No. :

21. Permanent Address :

(in BLOCK LETTERS) :

Pin Code :

Telephone Number :

22. Any other information you may wish to add :

[Like list of publications, Membership of :
learned societies, awards and recognition, :
etc. (in brief)] :

23. Details of Enclosures :

24. DECLARATION :-

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place :

Date :

Signature of the candidate



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CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

Place :

Date :

**Signature of the Head of the
Organisation / Office with Office Seal**

A handwritten signature in black ink, appearing to be 'R. M. S.', written in a cursive style.