

Annexure II

Form of Application

Part-I : (To be filled by the Applicant and no column should be left blank)

| | | | | | | | | | |
|-----|---|-------------|----------------------|--|--|---|--|--------|----|
| 1. | Name of the applicant (in block letters): | | | | | | Recent Passport size Photograph signed across by the candidate should be pasted here | | |
| 2. | Post applied for: | | | | | | | | |
| | Names of places/stations in order of preference (in block letters): | | | | | | | | |
| | 1. | | | | | | | | |
| | 2. | | | | | | | | |
| | 3. | | | | | | | | |
| 3. | (a) Date of Birth in Christian ERA (DD/MM/YYYY) | | | | | | | | |
| | (b) Age as on 9 th August, 2023 | | | | | | | | |
| | (c) Date of Retirement/superannuation in parent cadre | | | | | | | | |
| 4. | a) Date of Joining Service | | | | | | | | |
| | b) Name of the Service | | | | | | | | |
| 5. | Details of postings in last 10 years, starting with present post held (including post held on ad-hoc/deputation basis) (Note: To be filled by all Applicants) (duly signed separate sheet can be attached by the candidate) : | | | | | | | | |
| | Sl | Designation | Deptt./ Office/ Org. | Whether post held on Regular/adhoc/ officiating/ deputation basis | Whether Group 'A' / 'B' / 'C' / or ('Scale' in respect of officer from PSBs) | Whether Gazetted / Non-Gazetted (Not Applicable in respect of officers from PSBs) | Scale of pay / Pay Band + Grade Pay | Period | |
| | | | | | | | | From | To |
| 1. | | | | | | | | | |
| 6. | POST HELD ON REGULAR BASIS | | | | | | | | |
| | a) Name of the post | | | | | | | | |
| | b) Whether Group 'A'/'B' Gazetted | | | | | | | | |
| | c) Scale of pay / Pay Band + Grade Pay | | | | | | | | |
| | d) Date of appointment on REGULAR basis in Group 'A' (Gazetted)/ Group 'B' (Gazetted) post | | | | | | | | |
| | e) Whether employed under Central Government / State Government / Court / Tribunal or Public Sector bank | | | | | | | | |
| 7. | Present Basic Pay | | | | | | | | |
| 8. | For Officers of Public Sector Banks (PSBs) only : | | | | | | | | |
| | a) Present Scale-III/IV/ V | | | | | | | | |
| | b) Date of appointment in present scale on regular basis | | | | | | | | |
| 9. | a) Educational Qualifications | | | | | | | | |
| | b) Professional qualifications, if any | | | | | | | | |
| 10. | Experience, particularly relating to legal matters | | | | | | | | |
| 11. | Date of return from last ex-cadre post or deputation, any | | | | | | | | |
| 12. | Whether belongs to SC/ST/OBC/PH | | | | | | | | |
| 13. | Whether all eligibility conditions are fulfilled. | | | | | | | | |
| 14. | a) Whether worked in DRT/ DRAT earlier. If so, give details including period of deputation | | | | | | | | |
| | b) Whether attended interview for the posts in DRT/DRAT earlier. If so, year of appearance and the number of attempts. | | | | | | | | |

| | | |
|-----|--|--|
| 15. | a) Postal Address for communication with PIN Code and /Fax Number (in block letters) | |
| | Telephone No. | |
| | Mobile No. | |
| | E-mail ID | |
| | b) Postal address of parent department with PIN Code Telephone and E-mail ID. (in block letters) | |

I certify that the above details furnished by me are true to the best of my knowledge and belief and I am eligible for the post applied for.

Signature of the Applicant with date

Place :-

Part-II :

(To be filled by Cadre Controlling Authority of the applicant)

OFFICE OF

1. Certified that the particulars given above by the applicant are correct as per records available in the Department/ Office of
2. It is also certified that Shri/Smt/Ms is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
3. It is also certified that Integrity of Shri/Smt/Ms..... is beyond doubt.
4. It is certified that No Major/Minor penalty has been imposed on Shri/Smt/Ms..... during the last 10 years.
5. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/ Gradings for the last 5 years i.e. from 2017-18 to 2021-22 are enclosed along with NRC for the period(s) [if ACR/APAR/ Grading for a period more than 3 months is not recorded then ACRs/APARs/ Grading prior to 2017-2018 for the matching period need to be forwarded along with No Report Certificate (NRC)]. If no report is available for an Assessment Year, a report for the year prior to 2017-18 is to be provided.
6. It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer immediately, in case Shri/Smt/Ms..... is selected for the post of in Debt Recovery Appellate Tribunal/ Debts Recovery Tribunal.

**(Name, Signature & Telephone No.
of Officer with Official Stamp)**

Place: _____

Date: _____