

PRESCRIBED FORMAT
FOR SUBMISSION OF APPLICATIONS

Important (please don't leave blanks)	Advertisement No. and Date (appears on the top of the vacancy notice)	
	Type of Appointment (Deputation/Contract/Re-employment)	
	Post Applied for	

A. PERSONAL DETAILS: -

1	Applicant's Name		Affix your latest passport size photograph
2	Father's Name		
3	Mother's Name		
4	Gender (Male/Female)		
5	Category (UR,OBC,SC,ST)		
6	Domicile (State)		
7	Date of Birth (DD/MM/YY)		
	Age as on 30/07/2024Years.....Months.....Days	
8	Age of retirement in parent organisation (for example 58 years/ 60 years /62 years etc.)Years	
9	Organisation/Department		
10	Present Designation		
11	Present Pay-Scale and Basic Pay		
	Holding present pay-scale w.e.f. (date)		
	Period of holding the present gradeYears.....Month.....Days	
12	Present Address - Address Line 1	
	Address Line 2	
	City	
	State	
	Pin Code	
13	Permanent Address - Address Line 1	
	Address Line 2	
	City	
	State	
	Pin Code	

14	Contact No. (With STD code)	Landline Phone:..... Mobile: 1.....2..... Email ID:.....
15	Aadhar No.	
16	Pan No.	
17	Account Details – Account No. Bank Name IFSC Code

B. EDUCATIONAL DETAILS (Matriculation and onwards)

SN	Qualification	Specialised Subject	Name of Board/Institute/ University	Year of Passing	Division/ Grade/ Percentage

(***)Attach separate sheet, if required)

C. TOTAL POST QUALIFICATION EXPERIENCE DETAILS: -

SN	Period		Designation	Pay Scale	Organisation	Responsibilities in brief***
	From	To				

(***)Attach separate sheet, if required)

Total post qualification experience as on closing date of advt.Years.....month

D. TOTAL RELEVANT EXPERIENCE DETAILS: -

SN	Period		Designation	Pay Scale	Organisation	Responsibilities in brief***
	From	To				

(***Attach separate sheet, if required)

Total work experience as on closing date of advt. in the relevant field.....Years.....month

E. OTHER DETAILS:-

1	Whether any punishment awarded in last 10 years. (Yes/No) (as on date of advertisement)	
	If yes, please furnish details	
2	Whether any disciplinary action/inquiry is underway against the applicant to the best of his/her knowledge. (Yes/No) (as on date of advertisement).	
	If yes, please furnish details	
3	Furnish Annual Performance Appraisal Report (APAR) Numeric Grading/ Grading (Outstanding/ Very Good/Good/Average/Below average), if applicable.	2023-24
		2022-23
		2021-22
		2020-21
		2019-20
4	Time required for joining, if selected	
5	Is the candidate holding the present post on lien/deputation basis: - a. If yes, the name of the Organization in which the Lien is held: b. Date from which the Lien is held. c. Date from which the Applicant is on Deputation	Yes/No
	
	
	

F. SUPPORTING DOCUMENTS ENCLOSED: -

SN	Supporting Document (Self Certified)	Attached (Yes/No)	Remarks (if any)
1	Age proof (Matriculation Certificate or equivalent).		
2	Eligibility Qualification as prescribed.		
3	Experience certificate of ex-employer/s. Appointment order/Office order of joining the current organization.		
4	Office order showing present pay-scale and promotion to present grade.		
5	Summarized brief description of relevant Experience.		
6	Latest Salary slip (3 months).		
7	NOC and Vigilance Clearance by the Present employer or undertaking as mentioned at S. No.05 for candidates applying on deputation.		
8	APAR Copies	2023-24	
		2022-23	
		2021-22	
		2020-21	
		2019-20	

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time and legal action can be taken against me. I further declare that I am not involved in any criminal case and/or no such case is pending against me in any court of law.

Date:

Place:

(Signature of the candidate)

Name.....

Designation.....