

**PRESCRIBED FORMAT**  
**FOR SUBMISSION OF APPLICATIONS**

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

**A. PERSONAL DETAILS: -**

1	Applicant's Name		<b>Affix your latest passport size photograph</b>
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 30/07/2024	.....Years.....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 grade	.....Years.....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) <b>(as on date of advertisement)</b>	
	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) <b>(as on date of advertisement).</b>	
	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: -	Yes/No
	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	.....

**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.....**