


**APPLICATION FOR THE POST OF \_\_\_\_\_**

|                                |   |   |           |   |  |   |   |
|--------------------------------|---|---|-----------|---|--|---|---|
| <b>1.</b>                      | Name and Address<br>(in Block Letters)  |   |           |   |  |   | <b>Paste a<br/>Passport Size<br/>Photograph</b> |
| <b>2.</b>                      | Contract No. & Email Address  |   |           |   |  |   |   |
| <b>3.</b>                      | Date of entry into service  |   |           |   |  |   |   |
| <b>4.</b>                      | i) Date of retirement under<br>Central/State Government<br>Rules  |   |           |   |  |   |   |
|                                | ii) Age as on 23/03/2026  |   |           | Y   |  | M | D   |
| <b>5.</b>                      | Educational Qualifications  |   |           |   |  |   |   |
| <b>6.</b>                      | Whether Educational and other<br>qualifications required for the<br>post are satisfied.(If any<br>qualification has been treated<br>as equivalent to the one<br>prescribed in the Rules, state<br>the authority for the same) |   |           |   |  |   |   |
|                                | <b>Qualifications/Experience required<br/>as mentioned in the<br/>advertisement/vacancy circular</b>  | <b>Qualifications/Experience<br/>possessed by the officer</b> |           |   |  |   |   |
|                                | <b>Essential</b>  | <b>Essential</b>  |           |   |  |   |   |
|                                | A)Qualification   | A)Qualification   |           |   |  |   |   |
|                                | B)Experience  | B)Experience  |           |   |  |   |   |
|                                | <b>Desirable</b>  | <b>Desirable</b>  |           |   |  |   |   |
|                                | A)Qualification   | A)Qualification   |           |   |  |   |   |
|                                | B)Experience  | B)Experience  |           |   |  |   |   |
| <b>6.1</b>                     | In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.  |   |           |   |  |   |   |
| <b>7.</b>                      | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.  |   |           |   |  |   |   |
| <b>8.</b>                      | Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>  |   |           |   |  |   |   |
| <b>Office/Inst<br/>itution</b> | <b>Post held<br/>on regular<br/>basis</b>   | <b>From</b>   | <b>To</b> | <b>* Pay Scale/Pay<br/>Band with Grade<br/>Pay/Level in the<br/>pay matrix of the<br/>post held on<br/>regular basis.</b> | <b>Nature of<br/>Duties(in detail)<br/>highlighting<br/>experience<br/>required for the<br/>post applied for</b> |   |   |

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**\*Important:** Pay Band with Grade Pay and Level in the pay matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:

| Office/Institution                |  | Pay, Pay Band with Grade Pay and Level in the Pay Matrix drawn under ACP/MACP Scheme |  | From | To |
|-----------------------------------|--|--|--|------|----|
|                                   |  |  |  |      |    |
| 9.                                | Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent.  |  |  |      |    |
| 10.                               | In case the present employment is held on deputation/contract basis, please state-   |  |  |      |    |
| a)The date of Initial appointment | b)Period of appointment on deputation/contract   | c)Name of the parent office/organization to which the applicant belongs              | d)Name of the post and Pay of the post held in substantive capacity in the parent organization |      |    |
|                                   |  |  |  |      |    |
| 10.1                              | <b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.  |  |  |      |    |
| 10.2                              | <b>Note:</b> Information under Column 8 must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.  |  |  |      |    |
| 11.                               | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.  |  |  |      |    |
| 12.                               | <b>Additional details about present employment:</b><br>Please state whether working under (indicate the name of your employer against the relevant column).<br>a) Central Government<br>b) State Government<br>c)Autonomous Organization<br>d)Government Undertaking<br>e)Universities<br>f)Others |  |  |      |    |
| 13.                               | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.   |  |  |      |    |
| 14.                               | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.   |  |  |      |    |

|  |  |                         |
|--|--|-------------------------|
| 15.  | Total emoluments per month now drawn.  |                         |
| <b>Basic Pay and Level of the pay Matrix</b>             |  | <b>Total Emoluments</b> |
|  |  |                         |
| 16.  | In case the applicant belongs to an Organization which is not following the central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.  |                         |
| <b>Basic Pay with Scale of pay and rate of increment</b> | <b>Dearness Pay/Interim relief/other Allowances etc.,(with break-up details)</b>   | <b>Total Emoluments</b> |
|  |  |                         |
| 17.  | Additional information, if any relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to<br>(i)Additional academic qualifications (ii)professional training and (iii)work experience over and above prescribed in the Vacancy Circular/Advertisement<br><b>(Note: Enclose a separate sheet, if the space is insufficient)</b> |                         |
| 18.  | Please state whether you are applying for deputation/absorption basis.   |                         |
| 19.  | Whether belongs to SC/ST   |                         |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application Format duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt .....
- (ii) His/Her integrity is certified
- (iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. Of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be.)

**Countersigned**  
**(Employer/Cadre Controlling Authority with Seal)**