

FORMAT OF APPLICATION

**Copy of
passport size
photograph to
be pasted here**

1	Name in Full (IN BLOCK LETTERS)					
2	Post Applied for					
3	Date of Birth (DD/MM/YYYY)					
4	Date of superannuation (DD/MM/YYYY)					
5	Service to which you belong					
6	Status of your present employer (Pl. specify whether Central Govt./Autonomous/ Statutory Body/ PSU/ others					
7	Initial date of appointment in Govt. service					
8	Office address with Telephone No. & email					
9	Residential Address with Telephone					
10	Present post held, along with Pay Level and present Basic Pay/ Pay Scale/Pay Band and Grade Pay of the post held (Indicate the IDA or equivalent CDA Pay scale)					
a)	Date since in the Present Pay Scale (encl. proof like appointment letter, salary slip, promotion order etc)					
b)	Date since in the Scale below the present scale.					
11	Educational Qualification (Matric onwards):					
	Exam Passed	Univ./Institute/Board	Year of passing	Duration of course	Su bje cts	Percentage/CGPA (Pl. Mention Distinction, if any
	Matriculation					

	Higher Secondary					

12. Desirable Educational Experience

A)

B)

13 Details of employment in chronological order) if needed, enclose a separate sheet duly authenticated by your signature in the format given below):

	Organization	Post Held (Designation)	Period of Service		Nature of appointment (Regular/Ad-hoc/Deputation)	Scale of Pay i.e. Pay Level/Pay Band and Grade Pay	Nature of Duties
			From	To			
a)							

b)							
c)							
d)							
e)							
f)							
14	<p>Please state clearly whether in the light of entries made below, you meet the requisite Essential Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)</p> <p>Yes or No</p>						
15	<p>Nature of present employment</p> <p>Permanent / Ad-hoc / Temporary)</p>						
16	<p>In case the present employment is held on deputation, please state:</p> <p>a) The date of initial appointment.</p>						

V)

	b) Period of appointment with address c) Name of the parent office / organisation.	
17	Details of training undergone:	
18	Details of proficiency in computer:	
19.	Special Achievements (if any)	
20	Any other information, applicant wants to furnish:	
20	Please state briefly how you find yourself best suitable for the post applied for (150 words)	

Applicants not holding the post in the IDA pattern or CDA Pattern should indicate the equivalence of their pay scale vis-a-vis the IDA or CDA Central Government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular / advertisement, and it is certified that the information furnished above is correct and true to the best of my knowledge.

Place:

Signature

Date:

Name:

VJ

VERIFICATION (FOR USE BY THE PARENT ORGANIZATION)

The following is certified :

- a. The Application of Mr./Miss/ Mrs. ----- working as -----
----- has been perused
- b. The entries made in the Application Form above are correct and as per the Official records.

Name :

Designation of Attesting Authority :

Date :

Place

Counter signature with Stamp

V)

FORMAT OF VIGILANCE CLERANACE CERTIFICATE AND NOC

The following is certified :

- a) Mr/Ms/ Mrs ----- has applied for the post of -----
-- on Deputation to EESL
- b) Mr/Ms/ Mrs ----- is working as ----- in pay scale -----
----- (insert pay scale and mention IDA or CDA) since ----- (insert date)
- c) Mr/Ms/Mrs is clear from vigilance .
- d) No vigilance case is currently contemplated against Mr/Ms/ Mrs -----

- e) List of major/minor penalties imposed on Mr/Ms/ Mrs -----
are as below : (strike off if not applicable)
 - i.
- f) Parent organization has no objection to Mr/Ms/ Mrs -----
applying and participating in the recruitment process.
- g) In the event of his selection Mr/Ms/ Mrs ----- should be
relieved as applicable rules.

Name :

Designation of Attesting Authority :

Date :

Place

Counter signature with Stamp

V / ,