APPLICATION FORM FOR THE POST OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(All annexures/ enclosures should be sequentially arranged with page numbers and self-attestation of the candidate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Advertisement No. | **04/2024-25** | Amount Paid |  | Affix Recent  Passport Size Photo with Signature on the back side |
| Post Applied |  | Online Transaction Reference Number & Date of Transaction |  |

1. **General Information of the Applicant:**

|  |  |
| --- | --- |
| Full Name in Capital Letters  (as per the official certificate) |  |
| Father’s/ Husband’s Name |  |
| Date of Birth (DD/MM/YYYY) |  |
| Age (as on the last date of application submission) (YY/MM) |  |
| Place of Birth |  |
| Nationality |  |
| Religion |  |
| Gender (Tick the relevant option) | Male/ Female/ Transgender |
| Marital Status (Tick the relevant option) | Single/ Married |
| Category (Tick the relevant option) | SC/ ST/ OBC/ Unreserved |
| Special Category (Tick the relevant option) | PwD/ EWS/ Ex-Serviceman |
| Do you possess the essential educational qualifications & experience as mentioned in the advertisement? | Yes/ No |
| Present Address |  |
| Permanent Address |  |
| Mobile No. |  |
| E-mail |  |
| Aadhaar No. |  |

1. **Present Employment:**

|  |  |
| --- | --- |
| Designation |  |
| Organization |  |
| Roles and Responsibilities |  |
| Present Basic Pay, Pay Scale & Gross Emoluments/  Month/ Consolidated Pay (if applicable) |  |
| Date of Appointment to the Present Post |  |
| Total experience in the current post as on the last date  of application submission (YY/MM) |  |

**3. Educational/ Other Professional Qualifications (Starting with the highest qualification**

**upto SSLC)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Examination Passed and Year of Passing** | **Division/ Grade/ Percentage of Marks** | **Duration of the Degree/ Diploma / Certificate** | **Board/ University/ Institution** | **Subjects** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4. Details of Employment in Chronological Order (Attach certificate(s) of employment)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Organization/ Institute/ Firm** | **Post Held** | **Adhoc/ Contract/**  **Regular** | Duration | | **Total Period** | **Basic Pay & Scale of Pay** | **Nature of Duties** |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**5. Details of Two Referees (Not related to the applicant and atleast one of them should be from the organization in which now working):**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of the Referee** | **Post Held by the Referee** | **Postal Address with Phone/ Mobile No. and Email** |
| 1. |  |  |  |
| 2. |  |  |  |

**6. Character & Antecedent Reports**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Subject** | **Remarks** |
| 1 | Have you ever been subjected to any disciplinary action, as a student and/or as an employee? If so, give the complete details |  |
| 2 | Have you ever been dismissed/ suspended from service/employment? If so, give the complete details |  |
| 3 | Were you involved in any criminal case? If so, give the complete details |  |
| 4 | Is any case (criminal case/ disciplinary action) pending against you in the Court? If so, give the complete details |  |

**7. Any Other Relevant Information (Attach extra sheet, if required):**

|  |
| --- |
|  |

8. Checklist for Enclosures:

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Document** | **Yes/ No** |
| 1 | SSLC Mark Sheet (if applicable) | Yes/ No |
| 2 | HSC Mark Sheet (if applicable) | Yes/ No |
| 3 | UG Degree /Diploma / ITI Certificate (if applicable) | Yes/ No |
| 4 | UG Degree /Diploma / ITI Mark Sheets (if applicable) | Yes/ No |
| 5 | PG Degree Certificate (if applicable) | Yes/ No |
| 6 | PG Mark Sheets (if applicable) | Yes/ No |
| 7 | Equivalence Certificate in case of Foreign Degrees (if applicable) | Yes/ No |
| 8 | Community Certificate | Yes/ No |
| 9 | Disability Certificate (if applicable) | Yes/ No |
| 10 | Experience Certificate(s) | Yes/ No |
| 11 | NOC from the Present Employer | Yes/ No |
| 12 | Latest OBC (Non-Creamy layer) / EWS Certificate along with Latest Income & Assets Certificate (if applicable) | Yes/ No |
| 13 | Ex-Servicemen Certificate | Yes/ No |
| 14 | Documents of any Pending Cases, Disciplinary Action etc. | Yes/ No |
| 15 | Photo Identity Card (Aadhar/ PAN/ Driving License) | Yes/ No |
| 16 | Receipt of the fees paid | Yes/ No |
| 17 | Any Other Documents in support of the Post Applied | Yes/ No |

**UNDERTAKING**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. Further, I fully understand that in the event of any information furnished in this application being found to be false, misleading or incorrect at any stage, my application/ candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated without any notice as per the Act/ Statutes, etc., and other applicable rules of Government of India. I also hereby declare that I have never been convicted for any offences and there are no criminal/ departmental proceedings pending/ contemplated against me.

(Signature of the Applicant)

Place:

Date: