



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

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

Advertisement No.	<b>02/2024-25</b>	Affix Recent Passport Size Photo with Signature on the back side
Post Applied for		
Persons with Disabilities (PwD) (Tick the relevant option)	<input type="checkbox"/> Visual Impairment <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Loco motor (Ortho) Disability	

**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/ EWS Ex-Serviceman	
PH certificate details	PH Category	
	PH type	
	Percentage	
	Certificate No.	
	State	
	Scribe required	Yes/ No
If Yes for Scribe	Declaration in the prescribed format to be attached given as Annexure	
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.	

## 2. 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 up to SSLC)

S. No.	Name of the Examination Passed & Year of Passing	Division/ Grade/ Percentage of Marks	Duration of the Degree/ Diploma / Certificate	Name of the 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 at least one of them should be from the current organization):**

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):**

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**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	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.	
15	Photo Identity Card (Aadhar/ PAN/ Driving License)	Yes/ No
16	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.

Place:  
Date:

(Signature of the Applicant)



## Annexure

### SCRIBE DECLARATION FORM

#### GUIDELINES REGARDING PERSONS WITH DISABILITIES

**Guidelines for Scribe:** PwD candidates may avail the services of a scribe at the time of appearing for the online examination as per the terms mentioned below, which are as per the guidelines issued by Government of India.

- i. The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:
  - The candidate will have to arrange his/her own scribe at his/her own cost.
  - The scribe arranged by the candidate should not be a candidate for the same examination
  - If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the application form. Any subsequent request may not be favourably entertained.
  - A person acting as a scribe for one candidate cannot be a scribe for another candidate.
  - The scribe may be from any academic stream.
  - Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
  - Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- ii. **Guidelines for Candidates with Locomotor Disability and Cerebral Palsy:**  
Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with Locomotor Disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- iii. **Guidelines for Visually Impaired candidates:**
  - Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
  - The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination

Guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time. Please fill up the DECLARATION and submit with the filled-in application form.



## DECLARATION

I, the undersigned, Shri/Smt./Kum. \_\_\_\_\_ **eligible candidate** for the examination and Shri/Smt./Kum. \_\_\_\_\_ **eligible writer (scribe)** for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is **blind/low vision** or affected by **cerebral palsy** with **loco-motor impairment and his/her writing** speed is affected and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination . Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution

### Given under our signature:-

Photograph of Scribe to be signed by both the Candidate and the Scribe.
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**Signature of the Candidate**

**Signature of the Scribe**