

APPLICATION FORM

Application for the Post of Assistant Director (Accounts) on Deputation

1. Name of the Applicant: _____
(Write in Bold and Block letters)
2. Father/Husband's Name: _____
3. Date of Birth and Age: _____
4. Residential Address: _____

_____ Pin _____
5. Telephone No. (O) _____ (R) _____
(M) _____
6. E-mail _____
7. Nationality _____
8. Educational Qualifications(Starting from Secondary/Metric Examination):

Sl. No.	Examination Passed	Year of Passing	Subject	Percentage of Marks

9. Rank/Grading and year of passing of Qualifying JAO/SAS examination:

10. Post held on regular basis with scale of Pay/Date of working as JAO/AAO on regular basis:

11. Details of present post held

a) Designation of the Post: _____

b) Scale of Pay and present pay Drawn: _____

c) Date of Appointment: _____

d) Nature of appointment of the post:(Regular/ Ad hoc/ officiating/contract)

e) Name of the Ministry & Department where presently employed with full address and telephone no.

12. Details of experience:

Office/ Institution/ Organization	Post Held	Period From – to	Scale of Pay & Present Pay	Nature of Duties

13. Details of deputation held previously, if any with full particulars: _____

14. Knowledge of working on computer: _____

15. Salary certificate of last month having details of all allowances & deductions, if any:

16. Remarks, if any: _____

Declaration:

I have read and understood the terms & conditions of deputation and carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: _____

Place: _____

Signature of the Applicant

Certificate to be recorded by the Office/Department while forwarding the Application

1. Certified that the particulars given by the applicant are true and have been verified from the office records.
2. Up-to-date ACR/APAR dossiers for the last five years are enclosed.
3. It is certified that no vigilance case is pending or contemplated against him/her. There is nothing against the applicant which makes him ineligible for consideration for appointment to the post applied for.
4. No Major/Minor penalty is in force or current against the official.

Dated: _____

Signature of the Head of Office/Department
with official Seal and Telephone Nos.