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## FORMAT OF APPLICATION

1	Name of the Post applied for					
2	No. & Date of Notification					
3	Name of the Candidate					
4	Name of father/Husband					
5	Date of birth/age (Attested copy of proof shall be enclosed)					
6	Sex					
7	Caste (whether SC/ST/OBC/UR) (Copy of certificate to be enclosed)					
8	Nationality					
9	Qualification (Copies of certificates shall be enclosed)					
10	Experience in chronological order, with designation, pay scale & break-up as below. Separate sheet may be used if required (Experience certificate issued by the previous employer shall be enclosed)					
Sl. No	Name of the organization	Post held	Scale of pay	From	To	Nature of duties performed
11	Permanent Address					
12	Address for communication (Email & Telephone number)					
13	Whether employed, name of the Organization					
14	No Objection Certificate from the Employer					

## Declaration

I, Sri. .... (name) hereby declare that the information furnished above are true and correct. If any information furnished above is found incorrect/false, I myself render liable for disqualification for the post applied for apart from the necessary legal actions, as may be deemed fit.

Place:

Date:

Signature of the Applicant

.....P.T.O.....

(The Certificate to be given by the concerned Ports)

1. Copies of APARs for the last 5 years, attested by the Officer not below the rank of Dy. HOD on each page are enclosed.
2. Attested copies of all the certificates in proof of educational qualification, present and past work experience in the respective post & pay scale enclosed.
3. No objection certificate of the Heads of the respective Organization enclosed.
4. Undertaking of the applicants not to withdraw the candidature, if selected is enclosed.
5. Vigilance and Administrative Clearance by the concerned organization is enclosed in prescribed format (Annexure III).
6. The Veracity of the University Certificate & the recognition of the degree obtained by the applicant may be ensured & certified.
7. Recent two passport size Photographs are inserted/tagged in a transparent envelop.

Place:  
Date:

Signature of the Head of the  
Organization with seal

Particulars of the Officer for whom vigilance Comments/clearance is being sought

(To be furnished and signed by the CVO or HOD)

1. Name of Officer(in full) :
2. Father's name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer belongs including batch/year cadre etc. wherever applicable :
7. Positions held (during the ten preceding year) :

Sl. No.	Designation & place of posting	From	To

8. Whether the Officer has been placed on the "agreed List" or List of Officers of Doubtful integrity (If yes, details to be given) :
9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result(\*) :
10. Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (\*) :
11. Is any disciplinary/criminal proceedings or charge-sheet pending against the Officer as on date.(If so, details to be furnished including reference no., if any of the Commission) :
12. Is any action contemplated against the Officer as on date.(If so, details to be furnished)(\*) :

Date:

(Name & Signature)

(\*) If Vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.