

**Format for Application**

Advertisement No. :

Position Applied for :

Affix self-  
attested  
recent passport  
size photograph  
here.

1. Name in full (in Block letters):

2. Father's/Husband's Name:

3. Permanent Address including:  
Phone, fax, e-mail

4. Address for correspondence:

5. (a) Date of Birth :                      Date :                      Month:                      Year :

(Attested copy of proof of age to be attached)

(b) Age as on .....:                      Years                      Months                      Days

6. Whether SC/ST/OBC/GEN :

(If SC/ST/OBC, documentary proof to be furnished)

7. Nationality :

8. (a) Educational Qualifications in chronological order beginning from SSC(10<sup>th</sup> Onwards):

<b>Name of the Examination Passed</b>	<b>Year of Passing</b>	<b>Name of the Board/University</b>	<b>Sub studied</b>	<b>Division/% of marks obtained</b>

(b) Professional/Technical Qualifications(If any):

Name of the Examination Passed	Year of Passing	Details of Course	Board / University	Subject Studied	Division/ % of marks obtained

(A brief write-up to be given at the end indicating the relevance of past experience to the Post applied for)

9. Work Experience in chronological order, starting with the first job:-

Name & address of Employer	Period of service From To		Designation of post & scale of pay	Total length of service	Nature of work & level of responsibilities

10. Whether presently in any job. If yes then job is in Govt./PSU/Autonomous Institutions/Private :

11. Whether permanent/temporary/ad-hoc in the present job:

12. Any other information relevant:

**Declaration & Certificate**

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place.....Signature of the Candidate.....

Date.....Name.....

**Important Instructions to the Candidates/ Applicants-**

- I. Photocopy of the following documents/ certificates to be attached along with application duly self attested-**
- (i) Mark sheet of the essential education qualification.**
  - (ii) Matriculation certificate/ Birth certificate**
  - (iii) Experience certificate, if any.**
  - (iv) Photocopy of Caste Certificate (SC/ST & OBC/ EWS) duly attested by self for reserved posts**
  - (v) NOC for serving Central Government Employees to avail benefits of age relaxation**
- II. The following applications will be summarily rejected-**
- (i) Application without signature of the candidate.**
  - (ii) Application other than prescribed Proforma as attached above**
  - (iii) Application received after due date for any reason**
  - (iv) Incomplete/ illegible applications**
  - (v) Latest Photograph not pasted on application form and not attested by self**
  - (vi) Mark Sheet of essential qualifications not attested.**
- III. It is made clear that merely fulfilling the basic essential qualification does not automatically entitle a person to be called for test. The selection will be made strictly on merit basis. The decision of Appointing Authority regarding selection/ rejection will be final. No weightage can be given for additional qualification other than the prescribed in the Recruitment Rules.**