

ANNEXURE — I

Application format

Application for deputation to the post of Personal Assistant (PA)/ Stenographers in the office of the Advisor, TN-LSA, Department of Telecommunications, Chennai.

1. Name of the Official
2. Date of Birth & age
3. Post held at present with name of the office
5. Present Pay
6. Educational Qualification
7. Working experience including extent of working with computer.
8. Date from which present post held
9. Brief service particulars.
10. Nature of appointment i.e. whether adhoc or regular.
11. Nature of duties performed. (Separate Sheet may be attached if required).
12. Whether belongs to SC/ST/OBC.
13. Whether served in the Dept. Of Telecommunications on deputation basis. If so, the period of deputation and name of Circle / Station where served.
14. Remarks, if any
15. Declaration:

Affix latest
Passport
size photograph
duly attested

I hereby solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief.

Signature of the Applicant



एम. चंद्रशेखर, आई.टी.एस.
M. CHANDRASEKAR, ITS
निदेशक (ग्रामीण) / Director (Rural)
दूरसंचार विभाग
Department of Telecommunications
नं.60, एत्तिराज सालै, एगमोर, चेन्नै-8
60, Ethiraj Salai, Egmore, Chennai-8

ANNEXURE — II

DECLARATION

I----- hereby declare that my posting as ----- in the office of Advisor, TN LSA, Department of Telecommunications, Chennai, is purely on deputation basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on Deputation Basis.

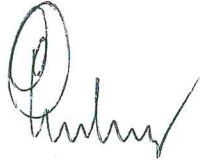
- II. I am not entitled to absorption as ----- in the Department of Telecommunications and therefore will not resort to lay any claim for the same.
- III. I am liable to be repatriated to my parent department/organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing deputation.

Place:

Date:

Signature of the Official.

Signature of the Controlling Officer with seal



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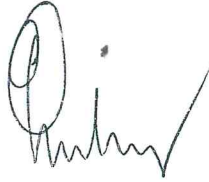
Annexure-III

Certificate to be recorded by the Head of office/Department while forwarding the application

Certified that:

1. The particulars given by the applicant are true and have been verified from the service record.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APAR for the last five years are enclosed.
4. No Disciplinary/ Vigilance case is pending or contemplated against him/her. There is nothing against the candidate which makes him/her ineligible for consideration of appointment to the post applied for.
5. No major/minor penalty is in force or current against the official.

**Signature of Head of office/ Department with
official seal & Telephone No.**



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