

(1) Name of post applied for : \_\_\_\_\_

Paste self-attested  
passport size  
photograph  
(signed partly on  
photo and partly on  
paper)

(2) Name of the candidate:

(3) Date of Birth:

(4) Permanent Address:

(5) Address for Correspondence:

(6) Contact No./email id

(7) Educational qualification (s):

(8) Present Post held & Date from which working:

(9) Present place of working:

(10) Present Pay:

(11) Working experience:

(12) Service particulars from the date of initial appointment  
(alongwith brief of duties performed):

**Declaration**

1. I, ..... hereby declare my posting on deputation as \_\_\_\_\_ (name of the post) in the President's Secretariat shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I will not claim absorption in the President's Secretariat in the said post.
3. I am liable to be repatriated to my parent organisation for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:  
Place:

Signature of the applicant

---

**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE FORWARDING THE APPLICATION**

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
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 the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post of \_\_\_\_\_ (name of the post). No major/minor penalty is in force or current against the official.
5. Recommendations: .....

Date  
Place

Signature of the Head of Office  
with office seal and Telephone No.