

Annexure-III



**Indian Institute of
Corporate Affairs**

Partners in Knowledge. Governance. Transformation.

Indian Institute of Corporate Affairs,
(Ministry of Corporate Affairs)
Plot No.6, 7 & 8, Sector-5,
IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 124-264 0000 Fax:124-2291036

APPLICATION FORM

NAME OF THE POST APPLIED FOR: _____

The Application form should be filled in by the candidate in his/her own hand writing neatly and legibly in **BLOCK CAPITALS** only. Separate sheets may be attached wherever the space in a column is found inadequate.

Note: A. Attach separate sheets in case of insufficient space in any column

B. Attach only copies of the qualifying degree(s)/certificates

Photograph
of the
candidate
(self attested)
3cm. × 5 cm.

1. Candidate's Name: _____
(In BLOCK LETTERS)
2. Father's/Husband's name _____
3. Date of Birth (DD/MM/YYYY): _____
4. Age as on (Closing Date) :(Years) _____ (Months) _____ (Days) _____
5. Nationality: _____
6. (a) Category (Please Tick) : UR/SC/ST/OBC
(b) Do you wish to avail the benefit of reservation: Yes/No
(c) If yes, please enclose attested copy of a certificate in support thereof.
7. Marital Status: _____
8. Sex (Male/Female): _____
9. Permanent residential: _____
Address _____

- District _____ State _____
- PIN _____

10. Address for correspondence: _____

District _____ State _____

PIN _____

11. (a) Telephone No. (With STD Code): _____

(b) Mobile No.: _____

(c) Fax No. (With STD Code): _____
 (If any)

12. E-Mail address: _____

13. (a) Present Employer : _____

(b) Status of Present employer:

- (i) Central Government
- (ii) State Government
- (iii) Autonomous Organization
- (iv) Public Sector Undertaking (PSU)
- (v) Others

(c) Present post held _____

(d) Complete postal address of employer _____

14. Educational Qualifications (From matriculation onwards):

S. No.	Examination & School/College/Institute	University/ Board	Year of Passing	Division/ Grade	Percentage of marks	Subject (s)

(Attach a separate sheet if required)

15. Membership in Professional bodies (If any): _____

16. Details of publications [Peer reviewed national and international journals, Chapters in Books, Books] of the candidate [*Publications in newspapers and popular magazines will not be considered*]

S. No.	Title of the paper/ book	Year of publication	Details of Publication	Details of co-author/s, if any	Subjects

17. Academic Experience (In chronological order)

S. No	Name of the Institution/ Organization	Post held	Pay Scale	Nature of appointment (permanent/ ad-hoc/ temporary)	Period		Nature of work	Last Basic Pay (in Rs.)	Reason/ (s) for leaving
					Form	To			
Total Academic Experience					YearsMonths....				

(Attach a separate sheet if required)

18. Industry/ Professional experience

S. No.	Name of the Institution/ Organization	Period		Designation	Fulltime/Part-time	Reason/ (s) for leaving
		Form	To			
Total Industry/Professional Experience		Years..... Months.....				

(Attach a separate sheet if required)

19. Details of Training, Seminar/Workshop, if any, attended by the candidate

S.	Details of Seminar/	Duration	Organized by	Candidate's contribution

No.	workshop	From	To		

20. Details of the present post held [To be filled by candidates applying on deputation basis]

(i) Present post held :

(ii) Full scale of pay :

(iii) Present pay :

(iv) Date from which held :

(v) Date of retirement under the applicable rules:

20.1 Is the present post an analogous post in terms of DOP & T Office Memorandum No. 19017/27/ 75-Estt.(D) dated 07.03.1984:

21. (a) Language(s) known : (i) _____ (ii) _____ (iii) _____

(b) Proficiency : (i) Read/Write/Speak (ii) Read/Write/Speak (iii) Read/ Write/ Speak

22. Achievement (s)/ Award(s): _____

23. Extra-curricular activities: _____

24. Hobbies: _____

25. Any other information: _____

26. Name and address with telephone numbers of two references
(other than relatives)

1.

2.

27. Please enclose a write-up justifying your suitability for the post you have applied (in not more than 200 words, preferably in bullets).

28. I, do hereby declare that-

- i. In view of the information submitted above, I am eligible for the post applied for.
- ii. I have never been punished or been convicted by any Court of Law for any offence.
- iii. There are no criminal proceedings contemplated / pending against me.
- iv. I have never been punished / debarred by any Central / State Government, Statutory / Autonomous Body and the IICA in past for appearing in any examination.
- v. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment/selection forfeited. I have carefully read the instructions and guidelines issued for the candidates.

Date:

Place:



Signature of the candidate

Annexure-IV

Note: Candidates already employed in Central/State Governments, Autonomous Bodies, PSUs etc. must submit the following certificate, duly signed by their employer agreeing to release them in case finally selected in the IICA, at the time of presentation and/or interview.

CERTIFICATE FROM EMPLOYER

- i) Certified that Shri/Ms. _____ holds a permanent/temporary post of _____ under the Government/Organization since_____.
- ii) Certified also that he/she has submitted his/her application to this department/office on _____ and his/her pay is _____.
- iii) Certified also that Shri/Ms. _____ will be released immediately in case of his/her selection in the IICA.
- iv) The information given by Shri/Ms. _____ in the application form has been verified with reference to his/her service record and is found correct.
- v) No disciplinary case is either pending or being contemplated against Shri/Ms_____.

Date:

Signature of the Head of the
Office/Head of Department with
official Seal

Place:

**Certification by the Employer/Cadre Controlling
Authority**

(Applicable in respect of those who are presently working in Govt. Service, Semi-Govt., Autonomous Body, PSU etc. and applying on deputation basis)

CERTIFICATE FROM EMPLOYER

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. _____.
- (ii) His / Her integrity is certified.
- (iii) His/ Her CR Dossiers in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No Major / Minor penalty has been imposed on him / her during the last 10 years ORA list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed, as the case maybe.

Date:

Signature of the Head of the
Office/Head of Department with
official Seal

Place: