

**Interested and eligible candidates may apply in the format indicated below:-**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

Photo
Signature

1. Mode of recruitment viz. Promotion / Deputation / Direct Recruitment / Contract (whichever applicable, please specify) : \_\_\_\_\_
2. Name of the Candidate (in Block letters) : \_\_\_\_\_
3. Father's/Husband's Name : \_\_\_\_\_
4. (a) Date of Birth in Christian era (in dd/mm/yyyy format) : \_\_\_\_\_
- (b) Age as on last date for receipt of applications : ..... Years ..... Months ..... Days
5. Permanent Address (with PIN code) : \_\_\_\_\_  
\_\_\_\_\_
6. Address for Correspondence (with PIN code) : \_\_\_\_\_  
\_\_\_\_\_
7. E-mail address, Phone Numbers (Office, Residence & Mobile) along with Fax Number, if any : \_\_\_\_\_
8. (a) Religion : \_\_\_\_\_
- (b) Whether belonging to SC/ST/OBC, if yes, please specify : \_\_\_\_\_
- (c) Whether physically disabled, if yes, please specify : \_\_\_\_\_
- (d) Gender: Male / Female : \_\_\_\_\_
9. Details of Educational Qualifications from Matriculation onwards (Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient) :

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Examination passed					
b. Year of passing					
c. Name of College / Institute					
d. University / Board					
e. Main subjects					
f. Total aggregate & percentage of marks obtained, division and remarks, if any					

Details of experience (in chronological : \_\_\_\_\_

10. order). Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Name of organization					
b. Type of organization (i.e. Central / State Govt, Central / State PSU or University or Autonomous Body, others (please specify)					
c. Post held and period of tenure with dates (in dd/mm/yyyy format)	Post Held				
	From				
	To				
d. Whether permanent / regular or adhoc or temporary or quasi-permanent or deputation or contract basis (Please specify)					
e. Scale of Pay (Please indicate Grade Pay, if pre-revised pay scale)/Level in Pay Matrix and current basic pay					
f. Whether scale of pay is on CDA or IDA pattern or any other DA pattern. Please specify					
g. Nature of duties highlighting experience required for the post applied for					

11. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) : \_\_\_\_\_

	Qualifications/ Experience Required for the post	Qualifications/Experience possessed by the officer
Essential Education Qualification:		
Desirable Education Qualification:		
Essential Experience:		
Desirable Experience:		

- 12 In case the present employment is held on deputation / contract basis, please state :

a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
Note : In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with cadre clearance, vigilance clearance and Integrity certificate.			

- 13 (a) Whether the present pay scale in which you are working in your parent department has been granted under Modified Assured Career Progression Scheme (MACP), Assured Career Progression Scheme, Time Scale, Personal Upgradation, Financial Upgradation, In-situ Upgradation, Non Functional Upgradation, Non-functional Grade, Adhoc-promotion or any other similar scheme of your parent department : Yes / No
- (b) If yes, please specify the substantive pay scale of the post held by you along with name of the post : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 14 If working or belonging to the Public Sector Undertaking please indicate :
- (a) The status of PSU. Whether Schedule A, B, C, D, etc. : \_\_\_\_\_  
 \_\_\_\_\_
- (b) The Grade in which you are working along with the pay scale (Whether E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, or E-9, etc.) : \_\_\_\_\_  
 \_\_\_\_\_
- (c) The grades and designations alongwith pay scales of the posts which are below you in the officers / Executive cadre : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (d) The grades and posts alongwith pay scales which are above you in the officers / Executive cadre upto the Board level : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 15 If working in Department, other than specified in Sl. No. 14 above, please indicate :
- (a) The designations alongwith pay scales of the posts which are below you in the officers / Executive cadre : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (b) The grades and posts alongwith pay scales which are above you in the officers / Executive cadre upto top management level / head of the organization level : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 16 Are you in a revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale along with the DA pattern applicable (Please enclose a self-attested copy of the latest pay slip) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 17 Total emoluments per month now drawn:
- | Basic Pay in the PB / Pay Matrix | Grade Pay / Level in Pay Matrix | Total Emoluments |
|----------------------------------|---------------------------------|------------------|
|                                  |                                 |                  |
- 18 Please indicate the present rate of DA and the date (dd/mm/yyyy format) from which it is applicable : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 19 Age of retirement applicable in parent department : \_\_\_\_\_  
 \_\_\_\_\_
- 20 Your date of retirement in the parent department : \_\_\_\_\_

21 Contact details of the officer(s) in personnel / HR / Admn. Deptt. who could be contacted regarding the ACRs / NOC / Vigilance / Discipline clearance, etc. **(if there are different officers dealing with these matters, please indicate their complete details, separately):**

Name \_\_\_\_\_  
Designation : \_\_\_\_\_  
Address (with PIN code) : \_\_\_\_\_  
Tel.No./ Fax No.: \_\_\_\_\_  
E-mail ID: \_\_\_\_\_  
Website : \_\_\_\_\_

22 Additional Information, if any, which would you like to mention in support of your suitability for the post (Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23 Whether applied for the similar post in NHA in the last one year, if so, please indicate the post applied for, date of advertisement and date of interview, if any : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **DECLARATION**

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons there for. Mere submission of application does not confirm the candidature and the candidature shall remain provisional till the verification / certification of the details furnished by the candidate.

Date : \_\_\_\_\_  
Place: \_\_\_\_\_

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_

## VERIFICATION

### (To be completed by the parent department)

It is certified that the particulars given by the candidate in his/her application, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete. In case of selection, it is confirmed that the officer shall be relieved within the time frame stipulated by NHA1.

2. **Integrity Certificate:** It is certified that integrity of the officer is beyond doubt.
3. **Vigilance / Disciplinary Clearance Certificate:** Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer.
4. **No Penalty Certificate:** Certified that no minor or major penalty has been imposed on the officer during the last ten years OR list of major / minor penalties imposed on the officer during the last 10 years is as under: -

Sl. No.	Nature of penalty (Major / Minor)	Type of Penalty	Date of imposition of penalty	Period of currency of penalty alongwith date until the penalty is valid	Remarks, if any

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Official seal : \_\_\_\_\_