

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications (*Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient*)
5. Holding analogous posts on regular basis in (a) the parent cadre or Department or (b) Do you possess five years' regular service in the grade in posts in Level-11 in the pay matrix or equivalent in the parent cadre or Department; and (c). Do you possess the following qualifications and experience namely:-
 - (i) Bachelor's degree from a recognized University / institute; and
 - (ii) ~~Should~~ ^{Do you} possess 3 years experience in liaisoning and coordination with various external agencies viz. Hospitals, Guest Houses, M/o external Affairs Authorities, Reception & Protocol Units, Security Services, etc.
6. Details of employment with brief description of duties (from entry in Central Government service). *Enclose a signature, if the space below is insufficient*

[illegible]

7. Nature of present employment, i.e. ad-hoc or temporary or permanent
8. In case the present employment is held on deputation please state
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation
 - (c) Name of parent office/Organization to which you belong
9. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 th CPC	Level of pay in 7 th CPC Matrix

10. Total emoluments per month now drawn
11. Additional information, if any, which you would like to mention in support of your suitability for the post.
(Enclose a separate sheet if the space is insufficient)
12. Full postal address of forwarding authority with name & telephone number
13. Whether belongs to SC/ST
14. Remarks

Signature of the candidate

Full office address

Tel. No.

Email ID

Date:

(Certificate to Be Furnished by The Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) *No major/minor penalty has been imposed on him/her during the last 10 years*

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. *

Signature :

Name & Designation :

Telephone No. :

Office Seal :

Fax No. :

Place:

Date:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)