

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION POST

Photo

Advt. No. 01/2020/Estt

1.	Name and Address (In Block Letters)					
2.	Date of Birth (in Christian era)					
3.	I. Date of entry to service					
	II. Date of retirement under central/state Government Rules					
4.	Educational Qualifications					
5.	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)					
	Qualification /Experience required as mention in the advertisement/vacancy circular			Qualification/Experience possessed by the officer		
	Essential			Essential		
	A) Qualification			A) Qualification		
	B) Experience			B) Experience		
	Desirable			Desirable		
	C) Qualification			C) Qualification		
	D) Experience			D) Experience		
5.1	Note: This column needs to be amplified to indicate essential and desirable qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of advertisement in the Employment News.					
5.2	In the case of degree and post graduate qualifications elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post					
6.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualification/work experience possessed by the candidate(as indicated in the bio-data) with reference to the post applied.					
7.	Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade pay/ Pay Scale of the post held on regular	Nature of duties (in detail) highlighting

					basis	experience required for the post applied for

Important:- pay-band and grade pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only pay band and grade pay/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay bands and grade pay where such benefits have been drawn by the candidate may be indicated as below.

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To
8.	Nature of present employment i.e. Adhoc or Temporary or Permanent		
9.	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 present office/organization to which applicant belongs.	d) Name of the post and pay of the post held in substantive
9.1	Notes: In case of Officers already on deputation, the applications such officers should be forwarded by the parent cadre/ department along with cadre clearance, vigilance clearance and integrity certificate.		
9.2	Note: Information under column 9© & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lied in his parent cadre/organization.		
10	If any post held on deputation in the post by the applicant date of return from the last deputation and other details		
11	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Organization		

	e) Universities f) Others		
12	Please state whether you are working in the same department and one in the feeder grade or feeder to feeder grade		
13	Are you revised scale of pay if yes, give the date from which the revision rank place and also indicate the pre-revised scale		
14	Total emoluments per month now drawn		
	Basis pay in the PB	Grade Pay	Total Emoluments
15	In case the applicant belongs to an organization which is not belongs to Central Government pay scales, the latest salary slips issued by the organization showing the following details may be enclosed		
	Basic pay in the pay	Grade Pay	Total Emoluments
16	A additional information, if any relevant to the post you applied for the support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualification (ii) professional training (iii) work experience over and above prescribed. In this Vacancy Circular/ Advertisement) (Note: enclose a separate sheet, if the space is insufficient)		
16.1	Advertisement The candidates are requested to including information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions (iv) Patents registered in own name or achieved for the organization (v) Any research innovative measure involving official regularization (vi) Any other information. Note: enclose a separate sheet if the space is insufficient)		
17	Please state whether you are applying for deputation/STC/Absorption/Re-employment basis(officers under central/state		

	governments are only eligible for "Absorption". Candidates of non government organization are eligible only for short term contract)	
17.1	The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"	
18	Whether belongs to SC/ST	

I have carefully gave through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum duly supported by the documents in response of essential qualification/work experience submitted by me will also be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct and true to the based of my knowledge and no material fact having a hearing on my selection has been suppressed/ withheld .

(Signature of candidate)

Address _____

_____ Date
