

APPLICATION FORMAT

**APPLICATION FOR THE POST OF < NAME OF POST > BY TRANSFER
(NOW ABSORPTION)**

1. Name and Address (in Block letters) :		Paste a recent Colour Photo (passport size)
2. Date of Birth (in Christian era) :		
3. Aadhar Card No.		
4. Date of entry into service		
5. Educational Qualifications (Matriculation onwards)		
6. Whether Educational and other qualifications required for the post are satisfied. (as per Advt.)		
Qualifications/Experience required as mentioned in the advertisement/vacancy circular as per post applicable (Refer Para 2 (b))		Qualifications/Experience possessed by the Candidate

7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications including Physical Fitness Standards wherever applicable.	Yes/No
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8. Details of Employment in chronological order. **Enclose a 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 basis	Nature of Duties (in detail) highlig- hting experience required for the post applied for

*** Important:** Pay Band & Grade Pay granted under ACP/MACP are personal to the candidate 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 Band 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

9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

10. 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/organ- ization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

Note-1: In case of candidate already on deputation, the applications of such candidate should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

Note-2: Information under Column 10 (c) & (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 lien in his parent cadre/ organisation.