

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

1. Name and address (in Block Letters)		Paste a recent <b>Colour</b> <b>Photo</b> (passport size)
2. Date of Birth(in Christian era)		
3. Aadhaar 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.)		
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular. As per post applicable (Refer Para 2(b))</b>	<b>Qualifications/Experience possessed by the Candidate</b>	
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	

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) highlighting experience required for the post applied for

\* **Important:** Pay-band and 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>Note1:</b> In case of candidate already on deputation, the applications of such candidate should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>Note2 :</b> Information under Column 10(c) &amp; (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/ organization.</p>			
<p><b>11. Additional details about employment:</b> Please state whether working under(indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Others(Specify)</p>			
12. Please state whether you are working in the same Department i.e Indian Navy and are in the feeder grade or feeder to feeder grade.			
13. 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			
14. Total emoluments per month now drawn			
Basis Pay in the the Pay Matrix Level	Pay Level in Pay Matrix	Total Emoluments	

<p>15. <b>Additional Information</b>, if any, relevant to the post you applied for in support of your suitability for the post.          (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>)</p>	
<p>16. <b>Achievements:</b>          The candidates are to indicate information with regard to:</p> <p>(a) Awards/Official Appreciation          (b) Any innovative measure involving official recognition          (c) Any other information  <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Whether belongs to SC/ST</p>	
<p>18. Preferred place of posting in the order of preference.</p>	<p>1. _____          2. _____          3. _____          4. _____</p>

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application/Curriculum, Vitae duly supported by the documents in respect 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 best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail ID. \_\_\_\_\_

Date:-



**CERTIFICATION BY THE EMPLOYER /CADRE CONTROLLING  
AUTHORITY**

1. 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 beyond doubt.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 03 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 **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/Cadre Controlling Authority with  
Seal)**

Contact No. \_\_\_\_\_

E-Mail ID. \_\_\_\_\_

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