

**APPLICATION FORM / BIODATA FOR APPLYING TO THE POST OF
FAMILY WELFARE EXTENSION EDUCATOR (ON DEPUTATION/SHORT TERM CONTRACT BASIS)
IN FAMILY WELFARE CENTRE, ORDNANCE FACTORY HOSPITAL KHAMARIA
(TO BE FILLED IN CAPITAL LETTERS OF ENGLISH LANGUAGE)**

1.	(a) Name		
	(b) Present Address		
	(c) Permanent Address		
	(d) Mobile No :		Paste a recent passport sized coloured photograph with white background (Not more than 03 months old)
	(e) E-mail ID :		
	(f) Landline No:		
2. Date of Birth (in Christain era)			
3.	(i) Date of entry into 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)		
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/experience possessed by the officer
	Essential	(A) Qualification :	(A) Qualification :
		(B) Experience :	(B) Experience :
	Desirable	(A) Qualification :	(A) Qualification :
		(B) Experience :	(B) Experience :
Note : 5.1 The column may be amplified to indicate Essential and Desirable Qualification. 5.2 In the case of Degree and Post Graduate qualifications elective/ main subjects and subsidiary subjects may be indicate 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		

7.	Details of the 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 scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
<p>* Important : Pay-scale granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay scale where such benefits have been drawn by the candidate, may be indicated as below :</p>					
Office/ Institution		Pay, Pay Band, and Grade Pay drawn under ACP/MACP scheme		From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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 parent office/ organization to which the applicant belongs				
	d) Name of the post and Pay of the post held substantive capacity in the parent organisation				
<p>Note: 9.1 In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with the Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Information under column 9 (c) and (d) 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.</p>					
10.	If any post held on Deputation in the past by the application, date of return from the last deputation, period and other details				
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer) <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 				

12.	Are you in Revised scale of Pay? If yes, give the date from which the revision took place & also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
	Pay Level in Pay Matrix	Basic Pay
		Total Emoluments
14.	In case applicant belongs to an Organisation which is not following the Central Government pay-scales, latest salary slip issued by the Organisation showing the following details may be enclosed	
	Basic Pay with scale of Pay and rate of increment	Dearness Pay/ Interim relief/ Other Allowances, etc (with break-up details)
		Total Emoluments
15.	(A) Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement (Note: Enclose a separate sheet, if the space is insufficient)	
	(B) Achievement: The candidates are requested to indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovation measure involving official recognition (vi) Any other information (Note : Enclose a separate sheet if the space is insufficient)	
16.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application Form/Bio-data 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.

Date _____

Signature _____

Name _____