

**APPLICATION FOR THE POST OF ASSISTANT (HEAD CLERK) TRANSFER
ON DEPUTATION BASIS.**

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|---|------|--|
| 1. Name and Address (in Block letters) | ... | ... |
| 2. Date of Birth (in Christian era) | ... | ... |
| 3. 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 | | Qualifications / Experience possessed by the officer |
| Essential | (1) | |
| | (2) | |
| | (3) | |
| Desired | (1) | |
| | (2) | |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post | ... | ... |
| 7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient | | ... |
| Office / Post held | From | To |
| Institution | | |
| | | Scale of pay and basic pay |
| | | Nature of duties (in detail) |
| 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 you belong | ... | ... |
| 10. 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 Undertaking | ... | ... |
| (e) Universities | ... | ... |
| (f) Others | ... | ... |
| 11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade | | |

12. 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
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention 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).
 (NOTE. - Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)
16. Whether belongs to SC/ST
17. Remarks

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) any other information.
 (NOTE. - Enclose a separate sheet, if the space is insufficient).

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date

Address

(TO BE FILLED BY FORWARDING OFFICE)

Endt. No.

Dt.

Particulars mentioned above have been verified from the records and found correct. It is certified that no disciplinary proceedings or departmental enquiry are pending or contemplated against the officer and that his integrity is certified.

Recommendations if any:

Signature of the Competent Authority:
 (with Seal)