

ANNEXURE-B

Application Form for Deputation for the post of Junior Accountant in the o/o the Director of Accounts (Postal) , Assam Circle , Guwahati-781 008.

1	Name of the applicant	
2	Date of Birth	
3	Whether belongs to SC/ST/OBC ?	
4	Educational qualification with year of passing & name of University	
5	Present post held / date from which working [Designation with entry date in the present post]	
6	Nature of appointment in the present post (whether regular or Adhoc)	
7	Unit/office at which working presently, Ministry/Department/Office [with full present office address]	
8	Present pay scale with present basic pay	
9	Date of entry into service of Central / State Government /PSUs with name of the post	
10	Working experience including extent of working with computer	
11	Service particulars from the date of initial appointment along with brief of duties performed	
12	Details of occupation held previously if any ?with full particulars	
13	Mobile No. and email ID	
14	Details of deputation held previously , if any	
15	Remarks if any ?	

Declaration from the applicant :-

1. I Srihereby declare that my posting on deputation as **Junior Accountant** in the Department of Posts shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.

2. I will not claim absorption in the DOP in the said post .

3. I am liable to be repatriated to my parent organisation for any inaccuracies in the details noted above or for contravention of any provisions in the rules / orders governing the deputation.

Date :-

Place:-

Signature of the applicant

Annexure - C

**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE FORWARDING
THE APPLICATION.**

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant if selected will be relieved immediately.
3. Copies of ACR / APAR for the last three years are enclosed [2016-17 to 2018-19].
4. No disciplinary / vigilance case is pending or contemplated against the official . There is nothing against the applicant which makes him / her ineligible for consideration for appointment to the post applied for .
5. No major / minor penalty is in force or current against the applicant / official.
6. The application of the candidates along with ACR/APAR and vigilance clearance may be forwarded to the **Director of Accountst (Postal) , Assam Circle , 2nd Floor , ARTFED Building , Rahabari , Guwahati – 781 008 within 06.03.2020.**

Place :-

Date :-

Signature of the Head of Office
With office seal

Office Telephone No.....

E-mail ID :-.....