

Format of Application (For Deputation)
(to be filled in CAPITAL LETTERS ONLY)

Application for the post of		Paste duly self attested recent passport size photograph
1. Name and Address (in CAPITAL LETTER)		
2. Present Postal Address for correspondence <i>(Also mention e-mail id / mobile number / residential number (if any))</i>		
3. Date of Birth (In Christian era)		
4. (i) Date of entry into service		
(ii) Date of retirement under Central / State Government Rules		
5. Educational Qualifications		
6. Whether Educational and other qualifications required for the post are satisfied. <i>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</i>		
Qualifications / Experience required as mentioned in the advertisement / vacancy circular		Qualifications / experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
<p>6.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Department at the time of issue of Circular and Issue of Advertisement in the Employment News / Newspaper / Website of NCUI.</p> <p>6.2 Note: In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.</p>		

7. 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.	
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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) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer 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 and 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 with details	
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10. Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.	
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11. Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column) <ul style="list-style-type: none"> a) Central Govt. b) State Govt. c) Autonomous organization d) Government Undertaking e) Universities f) Others 	
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12. Total emoluments per month now drawn:		
Basic Pay in the PB or Level / Index as per 7 th CPC (<i>If applicable</i>)	Grade Pay	Total emoluments
13. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment / Date of increment	Dearness pay / interim relief / other Allowances etc. (with break-up details)	Total emoluments
14. A Additional information, if any, relevant to the post you applied for in support o your suitability for the post. (This among other things may provide information with regard to i) Additional qualification 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).		
14. B Achievements: The candidates are requested to indicate information with regard to: i) Research publications and report and special projects ii) Awards / Scholarship / 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 / innovative measure involving official recognition vi) any other information (Note: Enclose a separate sheet, if the space is insufficient).		

15. Please state whether you are applying for deputation (ISTC) / Re-employment Basis.# (Candidates of Non-Government Organizations are eligible for short term Contract)	
# (The option of 'STC'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or 'Re-employment).'	
16. Whether belongs to SC/ST/OBC/PH/PwD	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents in respect of the 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: _____

Date: _____
