

APPLICATION FORM

(Form should be filled in Block letters in English)

Please affix
recent self
attested
photograph of
self

Name of the post: Director Finance and Administration

1. CANDIDATE'S NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Father/ Husband Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Date of Birth:

Date

Month

Year

--	--

--	--

--	--	--	--

4. Age: as on date of publication of vacancy

Years

Months

Days

--	--

--	--

--	--

5. Gender:

Male

Female

--

--

6. Nationality:

Indian

Other

--

--

7. Write complete mailing address with contact no and email ID:-

Street Address-1:	
Street Address-2:	
Town:	
State:	Pin Code:
Email ID:1	
Email ID: 2	
Mobile No:	Telephone No:

8. Educational/Professional Qualification in reverse chronological order upto 10th std. onwards:-

Educational/Professional Qualification	Year of Passing	Grade/ % Marks	Division	Name of Board/ University

9. Computer Literacy: Details

10. Languages Known:

11. Experience:- (A brief bio-data may enclosed)

Sr. No.	Designation & Place of posting	Brief listing of responsibilities*	From	To	Duration (No. of years, Month)

** If responsibilities included automotive related, then please mention specifically.*

12. Present Designation and Office Address:-

13. Present scale of pay and date of grant of/ empanelment to the level 14 (as per CCS Rule 2016):-

14. Details of awards, if any:-

15. Details of past penalties/warnings, if any:-

16. Self Certification and Declaration: I hereby certify and declare that:-

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.

2. I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

3. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:

SIGNATURE OF THE CANDIDATE

Place:

(UNSIGNED APPLICATION WILL BE REJECTED)

Forwarded by the Controlling Officer

(NOC and verification of the details by the Cadre controlling authority)

The Cadre controlling authority hereby gives its No Objection to Shri/Smt/Ms..... for applying and being considered against the vacancy of **Director Finance and Administration**, NATRIP. Further, it is hereby certified that in the event of the office being selected for the said post, he/she shall be spared and relieved for taking up the assignment on deputation basis. In addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending against the official. Past records of the officer as well as details of ACRs for the past five years along with the attested copies of the same are also being enclosed.

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal:

Appendix

**PAST RECORD OF THE OFFICIAL
(TO BE FILLED IN BY THE CADRE CONTROLLING AUTHORITY)**

1. Details of awards received by the officer, if any:-
2. Details of past disciplinary action/vigilance cases against the official, if any:-
3. Summary of ACRs for the past 5 years:-

Year	Overall Grading	Remarks, if any

The photocopy of the above mentioned ACRs should be duly authenticated and enclosed with the application form.

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal: