

1.	Name in Block letters			:	
2.	Designation			:	
3.	Date of Birth			:	
4.	Date of retirement			:	
5.	Educational Qualification ( enclose self-certified copy)			:	
6.	Other Qualifications			:	
	i) Possessing a valid Driving License (enclose copy):				Yes/No Yes/No
	ii) Knowledge of motor mechanism (enclose copy):				
7.	Whether the applicant possesses requisite experience for the post			:	
8.	Whether in the light of the entries made above, the applicant meets the requirements of the post			:	
9.	Details of employment, in chronological order			:	
	Office	Post held and scale of pay	From	To	Nature of Duties
10.	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent			:	
11.	Whether application is made for absorption/deputation			:	
12.	Additional information, if any, which the applicant likes to furnishing support of his suitability for the post. Enclose a separate sheet, if the space insufficient			:	
13.	Whether belong to SC/ST/OBC			:	
14.	Remarks			:	

Place:

Date:

(Signature of the applicant)

**(Certificate the furnished by the Employee/Head of Office/Forwarding Authority)**

Name of the Ministry :

Department :

No. :

Date :

1. "Certified, that, the particulars given above are true and have been verified from the office records."
2. The applicant, if selected, will be relieved immediately.
3. It is certified that no vigilance case is pending or being contemplated against Shri/Smt./Ms. .... and his/her integrity is certified.
4. Attested copies of up to date ACR dossier/Performance report in respect of Shri/Smt./Ms. .... for the last five years are enclosed.
5. \*No major/minor penalty has been imposed on him/her during the last 10 years a list of major/minor penalties imposed on him/her during the last 10 years is enclosed.\*

(Signature of the officer concerned)  
Full Address with Phone Number and Official Seal

\*Strike out which is not applicable