

APPLICATION FORMAT

APPLICATION FOR THE POST OF COOK BY TRANSFER (NOW ABSORPTION)

1.	Name and address (in BLOCK letters)		Paste a recent passport size Colour Photograph
2.	Date of Birth(in Christian era) Format : (DD / MM / YYYY)		
3.	Aadhar Card No.		
4.	(i) Date of entry into service		
	(ii) Date of retirement under Central Government rules		
5.	Educational Qualifications (Matriculation onwards)		
6.	Whether Educational and other qualifications required for the post are satisfied (as per Advt.) (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	Possess Qualification (YES/NO)	
	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	
6.1	Note: This Column need to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the employment News		
6.2	In case of degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated by the candidates .		
7.	Please state clearly whether in the light of entries made by you above, you meet the Essential Qualifications and work experience of the post		
7.1	Note: The Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data with reference to the post applied).		

8.	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	<u>Office/ Institution</u>	<u>Post held on regular basis</u>	<u>From</u>	<u>To</u>	<u>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</u>	<u>Nature of Duties (in detail) highlighting experience required for the post applied for</u>
	<p>* 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 with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-</p>					
	<u>Office/ Institution</u>	<u>Pay, Pay Band and Pay Level drawn under ACP/MACP Scheme</u>	<u>From</u>	<u>To</u>		
9.	Nature of present employment i.e. Ad-hoc or temporary or Quasi Permanent or Permanent					
10.	In case the present employment is held on deputation/contract basis, please state					
	<u>(a) The date of initial appointment</u>	<u>(b) Period of appointment on deputation/contract</u>	<u>(c) Name of the parent office/organisation to which the applicant belongs</u>	<u>(d) Name of the post and Pay of the post held in substantive capacity in the parent organisation</u>		
10.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.					
10.2	Note: Information under Column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation.					
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					

12.	Additional Details of 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 Organisation (d) Government Undertaking (e) Universities (f) Others (specify)		
13.	Please state whether you are working in the same Department i.e., Indian Navy and are in the feeder grade or feeder to feeder grade.		
14.	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		
15.	Total emoluments per month now drawn		
	<u>Basis Pay in the PB</u>	<u>Grade Pay/Level in 7th CPC Pay Matrix</u>	<u>Total Emoluments</u>
16.	In case of applicant belonging to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation showing the following details be enclosed		
	<u>Basic pay with Pay scale of Pay and rate of increment</u>	<u>Dearness Pay/ interim relieved/ other Allowances etc. (with break up details)</u>	<u>Total Emoluments</u>
17A	Additional Information: if any, relevant to the post you applied for 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		
17B	Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and, (iv) Patents registered in own name or achieved for the organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

18.	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 Organisation are eligible only for short Term Contract)	
	# (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
19.	Whether belongs to SC/ST	
20.	The choice for place of posting may be specified (Kochi/ Alwaye/ Lakshadweep Islands). <i>Note : The place of posting will be subject to availability of vacancies.</i>	First choice : Second choice : Third choice :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection of 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: _____

Mobile No: _____

E-Mail ID: _____

Place : _____

Date : _____

CERTIFICATION BY THE EMPLOYER /CADRE CONTROLLING AUTHORITY

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. **If selected, he/she will be relieved immediately.**

2. **Also certified that;**

a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____

b) His/Her integrity is certified.

c) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

d) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Contact No._____

E-Mail ID._____

Place :

Date :

FORM OF EXPERIENCE CERTIFICATE

Name and address of the firm :
(Company/Corporation/Government Department/
Co-operative Institution etc)

Registration Number :
(SSI Registration or any other Registration Number
and Date of Registration)

Authority issued Registration :

CERTIFICATE OF EXPERIENCE

Issued to (here enter Name and Address).....
.....
.....

This is to certify that the above mentioned person has worked/ has been working in
this Institution/firm as..... (here enter
the name of the post held and/ or the nature of assignment held in the capacity) on
Rs. per day/per month for a period of Years
..... months days from to
.....

I hereby authorise the notified Enforcement Officer to inspect the register kept
by the employer as per the provision of the Act/rules of the
State/Central Act. #

(# This para is not applicable for Govt Department/s.)

Signature

Name and Designation of
the Issuing Authority with
Name of the Institution

Place :

Date :

(Office Seal)