

8. Tick-Mark the appropriate Box **(Please attach a copy of the documentary proof):**

GEN SC ST OBC PH XSM

9. Whether physically handicapped (Yes/No): _____.

10. Date of retirement and post from which retired **(enclose copy of retirement order):** _____
_____.

11. Name of the Ministry/Department/State Government/Autonomous Body/PSU from which retired:
_____.

12. Last pay drawn **(applicable for retired employees only) :** _____ **(please enclose copy).**

13. PPO No. **(applicable for retired employees only) :** _____ **(please enclose copy).**

14. Academic Record starting with secondary education **(Please attach photo copies of certificates/Mark Sheets etc.)**

Examination	Branch/ Specialization	Board/College/ Univ./ Institution.	Year of passing & degree awarded	%age of marks	Division

15. Details of computer knowledge: _____

_____.

16. Brief particulars of experience. Other relevant experiences may also be provided. **(Separate sheet may be attached).**

Employer	Position held (Regular / Contractual)	Duration (Exact dates to be given)		Total period (YY/MM/DD)	Basic pay with scale of pay	Detailed description about nature of duties performed & performing* (Mandatory)
		From	To			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			

* Please attach separate sheet (s) with complete description of the duties performed & being performed, failing which, application may not be considered.

17. Have you ever been discharged/suspended from any position? If yes, state reasons.

DECLARATION

I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information/statement/document is found to be incorrect/false, my candidature/appointment is liable to be cancelled.

There are _____ sheets attached along with this form.

Date:

Place:

(Signature of the applicant)

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SYNOPSIS

(To be filled and submitted along with the completed application form) (Advt. No. 02/2025)

1.	Post applied for	
2.	Name	
3.	Complete address for communication	
4.	Contact No.	
5.	Email Id	
6.	Date of Birth	
7.	Category (UR/SC/ST/OBC) / Sub Category (PH/XSM) (Copy of valid caste certificate is attached)	
8.	Age as on 28.02.2025 (Last date of receipt of application form)	YY MM DD
9.	Details of application fee paid or Exempted (mention category)	NEFT Transaction Id.: _____ Dated:____/02/2025 Amount: Rs. 500/-

EXPERIENCE

**(Details should be exactly as per certificate(s) attached)
[Exact dates to be given – in sequence starting from last employment]**

Designation	Pay band (PB) & Grade Pay and Gross salary	Complete Office address with contact numbers and email id of the Employer & Reporting Officer	FROM			TO			EXACT TOTAL DURATION		
			Date	Month	Year	Date	Month	Year	Years	Months	Days

.....Contd. next page

(Signature of the candidate)

Educational Qualification

(Details should be exactly as per final mark-sheet/certificate(s) and degrees attached)
[Exact month and year of passing the examination should be given]

Examination (From 10th onwards)	Branch/ Specialization	Subjects	Board/College/ Univ./ Institution	Month and year of passing exam (Copy of final Marksheet attached)	Month & Year of degree awarded (Copy of degree attached)	%age of marks	Division

(Signature of the candidate)

REMARKS:
(FOR OFFICE USE ONLY)

Qualification:	Any other point:
Experience:	
Age:	
Fees:	