

PHOTO

Format for submission of Application (Annex-I)
APPLICATION FOR THE POST OF Sr. MANAGER - PURCHASE ON DEPUTATION
at C-DOT Delhi

1.	Name/Mobile No.	
2.	Date of Birth/Age	
3.	Nationality	
4.	Male/Female	
5.	Marital Status	
6.	Residential Address	
7.	Office Address	
8.	Post held at present	
9.	Date from which present post held	
10.	Nature of appointment i.e whether Adhoc or Regular	
11.	Whether employee of Central Govt/State Govt/PSU/ Autonomous body	
12.	Present Pay and Scale of Pay.	
13.	Educational Qualification starting with Graduation (Proof of qualification to be enclosed)	
14.	Work experience and service details (for last 15 years) in descending order i.e latest to past with designation. (Proof of experience to be enclosed).	

15.	No. of years of experience and designation in Level-11 Level-12	
16.	Nature of duties performed.	
17.	One page write-up indicating why the applicant considers oneself suitable for this post.	Enclosed – Yes/No. To be emailed in case of advance applications.
18.	Additional information, if any	
19.	<p>Declaration: I hereby solemnly declare that all the statements made in the above application, are true and correct to the best of my knowledge and belief.</p> <p>Date: Place:</p> <p style="text-align: right;">Signature of the Applicant</p>	

PS: Applicants are requested to attach separate sheet wherever necessary for furnishing required information.

PROFORMA FOR SEEKING CADRE CLEARANCE (ANNEX-II)

[to be filled by applicant/verified by signed with seal by HR/Personnel or competent authority]

1	Name of the officer	
2	Date of birth/age	
3	Pay scale as per 7CPC	
4	Basic pay	
5	(a) Present post held (b) Whether Regular/Ad hoc	
6	Whether completed probation (indicate yes/no)	
7	The post applied for	
8	Pay scale of the post applied for	
9	Whether the officer has satisfied the eligibility conditions of the post applied for.	
10	Whether the officer is presently holding an ex-cadre post (indicate yes/no). if yes, give particulars of the post.	
11	Whether the officer has 8 years' experience in Level 11 or 3 years in Level 12	
12	Whether the officer has completed the cooling off period after reversion from an ex-cadre post (indicated yes/no)	
13	Contact Nos. of the officer & email ID	
14	Date of superannuation	

15	Whether any disciplinary case is pending or contemplated against the officer (indicate yes/no) if yes, the stage and reasons for recommendations by the cadre	
16	Whether the officer has been deputed earlier. If yes, give specific grade wise details of post held, organisation deputed to and period thereof.	
17	Applicant, if selected, will be relieved within 30 days from the date of offer letter.	
18	Any other relevant information/ remarks	

(Signature)
Name & Contact No.:
Designation & Seal:
Date

ANNEX-III

INTEGRITY AND VIGILANCE CLEARANCE CERTIFICATE

**(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/
FORWARDING/ COMPETENT AUTHORITY)**

1. Certified that the particulars furnished by _____ are correct and he/she possess educational qualification, experience and eligibility conditions mentioned in the vacancy circular.

2. Also certified that:-
 - a. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt/Kum_____.

 - b. His/Her integrity is "Beyond Doubt".

 - c. His/Her Confidential Report Dossier in original/photocopies of the ACRs for the last 5 years duly attested by competent authority or above are enclosed.

 - d. *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*.

 - e. The applicant, if selected will be relieved within 30 days from the date of offer letter.

Signature_____

Designation_____

Office Seal with Contact No._____

Place:

Date

ANNEX-IV

DECLARATION

1. I _____ hereby declare that my posting as Sr. Manager -Purchase, C-DOT is purely on temporary basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on Deputation Basis.

2. I am liable to be repatriated to my parent department/ organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing deputation.

Place:

Date:

Signature of the Official

Counter signature of the
Competent Authority with seal