

**ICMR National Institute for Research in Environmental Health (ICMR-NIREH),
Bhopal bypass road, Bhauri, Bhopal - 462030,
Madhya Pradesh**

**APPLICATION FORM FOR RECRUITMENT ON DEPUTATION BASIS FOR THE POST OF
ASSISTANT IN PAY LEVEL-6**

- (i) *The application should be forwarded through proper channel/ the concerned department, with copies of the APARs/ACRs and Vigilance Clearance Certificate, signed by the Competent Authority, given at the end of the application form.*
- (ii) *Incomplete, unsigned, applications received not on prescribed proforma and after the last date of receipt of applications shall be rejected summarily, without any notice to the candidate.*

1.	Name and address (in Block Letters) with mobile number and email id	
2.	Office address in block letters and email ID	
3.	Date of Birth (in Christian era)	
4.	Date of entry into service	
5.	Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
8.	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/ experience possessed by the officer
	(a) Officers from Central/State Govt./ Autonomous Body/PSU; (b) Holding analogous post and possessing minimum three years Bachelor's degree in any discipline from a recognized University/Institution and working knowledge of Computer (MS Office/power point) OR Upper Division Clerk in Level 4 (Rs. 25500-81100) with 10 years regular service in the grade and possessing minimum three years Bachelor's degree in any discipline from a recognized University/Institution and working knowledge of Computer (MS Office/power point)	
9.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

10	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.							
Office/ Institution	Post Held on regular basis	Period of service		Pay Level / Pay Band and Grade Pay/ Pay scale of the post held on regular basis			Nature of appointment whether regular/ adhoc/deputation	Nature of duties (in detail)
		From	To	Pay Band / Pay Level	Grade Pay	Basic Pay		

11.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent					
12.	In case the present employment is held on deputation/contract basis, please state					
	(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the parent office/ organization to which the applicant belongs	(d) Name of the post and Pay of the post held in substantive capacity in the parent organization.		
(i)	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.					
(ii)	Note: Information under Column 11(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 / organization.					
13	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					
14	Additional details about 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 Organization d) Government Undertaking e) Universities f) Others					
15	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade					
16	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					

17	Total emoluments per month now drawn a) Basis Pay in the PB/Level b) Grade Pay c) Total Emoluments	
18	In case the applicant belongs to an Organization which is not following the Central Government Pay scales, the latest salary slip issued by the Organization showing the following details may be enclosed: a) Basic Pay with Scale of Pay and rate of increment b) Dearness Pay/ interim relief /other Allowances etc., (with break-up details) c) Total Emoluments	
19	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)	

DECLARATION

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the application duly supported by the documents in respect of Essential Qualification/ Work Experience submitted 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: _____

Date:

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

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 possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.
2. Also certified that;
 - i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt.
 - ii) His/ Her integrity is certified.
 - iii) His/ Her attested photocopies of the APARs/ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary (Level-11) of the Govt. of India are enclosed.
 - iv) 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)

Signature of Employer/ Cadre Controlling Authority with Seal

Name: _____

Place:

Designation: _____

Date:

Office Seal: _____