

ANNEXURE-I

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**FORMAT OF APPLICATION FOR APPOINTMENT OF DEPUTY
DIRECTOR(FACULTY)**

1.	Name in full (IN BLOCK LETTERS)	
2.	Post applied for (Separate applications are to be sent for different Posts)	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of superannuation (DD/MM/YYYY)	
5.	Service to which belong	
6.	Status of Present employment (Whether Central Govt / State Govt / Autonomous Body/ Statutory Body / PSU / University / Judicial Institution / others)	
7.	Initial date of appointment in service	
8.	Office address with Telephone No / Mob.No	
9.	Residential address with Telephone No/Mob No	
10.	Present post held along with Pay level & Basic Pay / Pay Scale / Pay Band & Grade Pay of the post held.	

11. Education Qualification (Metric Onward)					
Exam passed	Name of University / Institute /Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

12. Please state clearly whether in the light of entries made below, you meet the requisite Essential Educational and other qualifications required for the post (if any qualification has been) treated as equivalent to the one prescribed in the rule, state the authority for the same)

Qualification/ Experience required as per advertisement.	Qualification/ Experience required as per advertisement.
Essential:	Essential:
a. Qualification:	c. Qualification:
b.	
d. Experience :	f. Experience :
e.	
Desirable:	Desirable:
a. Qualification:	c. Qualification:
b.	
d. Experience :	e. Experience :

13. Details of employment in chronological order (if needed enclose a separate sheet duly authenticated by you in the format given below):-

Name of office / Institute / Organization	Post held (Designation)	Period of service		Nature of appointment (Regular/Ad-hoc/ temporary)	Scale of pay, i.e. pay level/ pay band and grade pay.	Nature of Duties
		From	To			

14. **Details to experience:**

15. Nature of present employment i.e. permanent / ad-hoc/ deputation:

16. In case the present employment is held on deputation please state:

- a. Date of initial appointment
- b. Period of appointment with address
- c. Name of the parent office/ organization

17.	Details of training undergone	
18.	Details of proficiency in computer.	
19.	Any other information applicant wants to furnish:	
20.	Please state briefly how you find yourself best suitable for the post applied for.	

I have carefully gone through the advertisement and well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post .It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection. I shall abide by the terms and conditions of services attached to the post.

Place :

Signature:

Date :

Name :

ANNEXURE-II

(Certified to be furnished by the Employer /Head of Office / Forwarding Authority)

Certified that 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 Advertisement. If selected he /she will be relieve3d immediately.

It is also certified:-

- i. That there is no vigilance/disciplinary case or criminal case pending or being contemplated against Shri/Smt/Ms._____
- ii. That his /her integrity is certified.
- iii. That his /her CR/APAR dossier in original is enclosed /Photocopies of the ACRs/APARs for the last five year dully attested by an officer of the rank of Under Secretary to the Govt. of Arunachal Pradesh or above are enclosed.
- iv. That no major/minor penalty has been imposed on him/her during that last ten years of list of major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be)
- v. That the cadre controlling authority has no objection to the consideration of the applicant of post mentioned in this advertisement.

Signature_____

Name and Designation_____

Tel No._____

SEAL

Place:_____

Date:_____

List of enclosures:

- 1.
- 2.