ANNEXURE-III

Affix

Passport size photograph

APPLICATION FOR APPOINTMENT TO THE POST OF _____ ON DEPUTATION (ISTC) BASIS IN DRDO, MINISTRY OF DEFENCE

1.(i) Name and Address (in Block Letters)	
1.(ii) Complete Postal address of the applicant's present office: (with PIN, Tele/FAX)	
1(iii). Complete Postal address of the Cadre Controlling Authority : (with PIN, Tele/FAX)	
2. Date of Birth (in Christian era)	
3.(i) Date of entry in service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualification	
5. Whether Educational and other qualifications required for the post are satisfied.	

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
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subject may be indicated **by the candidate.**	
6. 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.	

7. 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**	**From**	**To**	*** Pay Band and Grade Pay/Pay Level of the post held**	**Nature of Duties (in detail) highlighting experience required for the post applied for**

***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:

Office/Institution	**Pay, Pay Band and Grade Pay, Pay Level drawn under ACP/MACP**	**From**	**To**

8. Nature of present employment i.e. adhoc or Temporary or Quasi-Permanent or Permanent			
9. 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.
9.1 **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.			

9.2 **Note:** Information under Column 9 (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.	
10. If any post was held on deputation in the past by the applicant, date and return from the last deputation and other details.	
11. **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) Union Territory (d) Autonomous/ PSU/Statutory Organisations (e) Government Undertaking (f) Recognised Universities/research institutions (g) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. 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.	

14. Total emoluments per month now drawn

Basic Pay in the Pay Matrix/ pay in pay cell	**Pay Level**	**Total Emoluments**

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay in the Pay Matrix	**Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)**	**Total Emoluments**

16 A. **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**)	
16 B. **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; (iv) Patents registered in own name or achieved for the organization; (v) Any research/innovative measure involving official recognition; and (vi) Any other information. (**Note: Enclose a separate sheet, if the space is insufficient**)	
17. 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 Organisations 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")	
18. Whether belongs to SC/ST	
19. Choice of Stations for posting.	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in 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 for the 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.

Date: (**Signature of the Candidate**)

Address with Mob No.: _____

e-mail _____

Countersigned
(employer with Seal)