

Format for submission of Application (Annex-I)

PHOTO

**APPLICATION FOR DEPUTATION TO THE POST OF _____ IN
C-DOT, DELHI**

1.	Name	
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 10 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-14	
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.	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. Date: Place: Signature of the Applicant	

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

PROFORMA FOR SEEKING CADRE CLEARANCE (**ANNEX-II**)

[to be filled/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 3 years' experience in Level 14	
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 15 days from the date of offer letter.	
18	Any other relevant information/ remarks	

It is certified that relieving of the officer recommended for cadre clearance will not cause any administrative inconvenience as far as the management of the cadre is concerned.

(Signature)

Name:

Designation & Seal:

Date

**(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 certified.
 - 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 15 days from the date
of offer letter.

Signature_____

Designation_____

Office Seal with Contact No. _____

Place:

Date:

List of enclosures

*Strike out which is not applicable.

ANNEX-IV

DECLARATION

1. I _____ hereby declare that my posting as _____ in 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. If I am not entitled to absorption as _____ in C-DOT, I will not resort to lay any claim for the same.
3. 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