

**Application for the post of Administrative Officer (AO) on deputation basis**  
**(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)**

1.	Name				
2.	Date of Birth				
3.	Present Post				
4.	Date from which the present post is held on regular basis				
5.	Present place of posting				
6.	Service				
7.	Parent Cadre				
8.	Date of joining of service				
9.	Pay matrix of the present post				
10.	Basic pay drawn				
11.	Old pay scale + Grade pay				
12.	Whether the eligibility criteria prescribed for the post are satisfied				
13.	Mobile/Office/Residence Number	Mobile:			
		Office:			
		Res:			
14.	Educational/Professional Qualification (Please mention Graduation Level and Other)				
Sl No.	Qualification	Subject	Year/Division	Institution/University /Place/ Country	
15.	Details of Experience/employment (Please attach a separate sheet, if required)				
Sl No.	Office	Post Held	From	To	Pay band along with Grade Pay
16.	Date of retirement under Central Government Rules				
17.	Training (s) undergone				

Paste Your  
recent Passport  
Size Photograph

Certified that information furnished above by me is correct in all respect to the best of my knowledge and belief.

(Signature of the Candidate)

Date & Place:

**Annexure II**

To be filled up by the cadre controlling authority

Office of .....

F.No. ....

Date: .....

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No vigilance case is pending/contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, Penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up to date APARs for the last 5 years are enclosed. Photocopies of APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature of the forwarding Officer

(Name, Designation & Tele No )

(Office Stamp)

Date:

Place: