

APPLICATION FOR THE POST OF \_\_\_\_\_

Affix recent Passport  
size photograph

**PART – I**

**CURRICULAM VITAE**

1. Name in full :  
(in Block letters)
2. Name and Address :  
(In Block Letters)
3. Father's name :
4. Sex : Male / Female
5. Nationality :
6. Date of Birth :  
(*Proof of Date of Birth  
must be enclosed*)
7. Age: : \_\_\_\_\_Y \_\_\_\_\_M \_\_\_\_\_D  
(*As on closing date  
of application*)
8. Marital Status :
9. Whether belong to :  
SC/ST/OBC/PH/General  
(*in case of SC/ST/OBC/PH  
proof shall be enclosed*)
10. Address for correspondence :  
(with pin code)  
(*Tel.No., Mobile No. FAX & e-mail, if any*)
11. Permanent Address :
12. Academic & Professional Qualifications:  
(Beginning with Graduation)

		Qualifications/ Experience required	Qualifications/ Experience possessed by the officer	Percentage of marks in Aggregate and Division
Essential	1.			
	2.			
	3.			
Desirable	1.			
	2.			

(Specify the gap, if any, with reasons in Education career)

13. Field of Specialization:

14. Resume of Research work and publications:  
(One set of reprints to be furnished, if available)

15. International and/or National Honours/Awards/Recognition received from reputed organisations/institution:

16. International level Scientific Paper and National level Scientific Paper published:  
(One set of reprints to be furnished, if available)

17. Employment history in chronological order (descending order, starting from current job) & experience:  
(Attach separate sheet in following format, if necessary)

Name & address of employer/Organization / Institution	Period of service	Designation of the post held	Scale of pay and Basic Pay (with Pay Band & GP)	Detailed description of work	Reasons for leaving each post
	From To				

18. Professional Training:

Organization	Details of Training	Period	
		From	To

19. Achievements in the career which may support your candidature :

20. Details of present employment :

i.	Designation of the post held	
ii.	Scale of pay of the post	
iii.	Total emoluments per month now drawn (with break up – Basic, GP, HRA, DA, TA etc.)	
iv.	Whether present post is held on regular/tenure/Deputation or ad-hoc basis and since when	

v.	If on deputation, details of post held on Regular basis / scale of pay and since when	
vi.	Name of the Organization with full address indicating Name and Designation of the contact person and Telephone / FAX number	
vii.	Whether working in the same Department and in the feeder grade or feeder to feeder grade	
viii.	Category of the Organization : (a) Government / State Government (b) PSU / Autonomous Body (c) Private	

21. A Vision Statement as to how you plan to execute your duties in G20 Secretariat:  
(Separate sheet may be annexed, if required)

22. Any other information :

**Note: Candidates are requested to enclose the copies of documents for substantiating their all the above given information.**

**Declaration:** I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/distorted. If at any time, I am found to have concealed/distorted any material information my appointment shall be liable to summary termination without notice.

Place : \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Name of the applicant : \_\_\_\_\_

E-mail ID: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

## **PART – II**

### **Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.  
(Strike out whichever is not applicable)

Dated:

Place:

Signature of Head of Office\_\_\_\_\_

Name and Designation\_\_\_\_\_

Seal