

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

Application Proforma for the posts of Deputy Director / Assistant Director in NCDC on deputation/Immediate Absorption basis

1. Application for the post
2. Name and Address (in Block letters),
3. Mobile No. & E-Mail
4. Date of Birth (in Christian era),
5. Date of retirement under Central/ State Govt. Rules,
6. Educational Qualifications. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Name of Examination	Certificate/ Degree Name	Board/ University/ College	Year of Passing	Grade/Division / Percentage of marks in aggregate	Main Subjects	Remarks

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. 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	Scale of Pay & Basic Pay	Nature of Duties (in detail).

9. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:
10. In case, the present employment is held on deputation basis, please state:
 - a) The date of initial appointment.
 - b) Period of appointment on deputation
 - c) Name of the parent office/organization to which you belong.
11. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column).

a)	Central Govt.	e)	Govt. Undertaking
b)	State Govt.	f)	PSU
c)	Cooperative Organisation	g)	Others
d)	Autonomous Organization		

12. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
15. Whether belongs to SC/ ST.

I have carefully gone through the vacancy circular and I am 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.

Date:

Signature of the Candidate

Certificate by the Employer/Cadre Controlling Authority

Office of _____

Date _____

F. No. _____

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 the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that ;

1. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
2. Integrity of the officer is certified as "beyond doubt".
3. His/Her ACR/APAR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or equivalent or above are enclosed.
4. No major/minor penalty has been imposed on him/her during the last 10 years **or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with seal)

Place:

Dated:

Name & Designation :

Telephone No. :

Fax No. :

Official Seal :

VIGILANCE / INTEGRITY CERTIFICATE

It is certified that no Vigilance enquiry is pending contemplated against Shri/Smt. _____ His/Her integrity is beyond doubt.

Signature _____
(with office seal)

Designation _____

Dated: _____

CERTIFICATE

(LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS)

It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Shri/Smt. _____.

2. The following major/minor penalties have been imposed on Shri/Smt. _____ during the last 10 years :-

Signature _____
(with office seal)

Designation _____

Dated: _____