**ANNEXURE-II**

PROFORMA FOR APPLICATION

**PHOTO**

 Application for the post of**:** Director General, STQC Directorate

[By Deputation (including short-term contract) failing which by direct

 recruitment; and on Deputation / re-employment for Ex-Serviceman]

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CURRICULUM VITAE**

1. Application for the post of: **Director General, STQC Directorate**
2. Name & Address:

(in BLOCK letters)

1. (a) Date of Birth (in Christian era):
2. Age as on the closing date of receipt of applications:
3. Date of retirement under Central/State Government rule:
4. Educational Qualifications:
5. Whether Educational and other qualifications required for the post are satisfied:

|  |  |
| --- | --- |
| Qualifications/experience required | Qualifications/experience possessed by the officer |
| Essential |  |
| Desirable |  |

1. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
2. 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 + Grade Pay/ Pay Scale/ Pay Level** | **Nature of duties****(in detail)** |
|  |  |  |  |  |  |

1. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:

10. 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 you belong:

11. Additional details about present employment:

Please state whether working under

(indicate the name of your employer against the relevant column)

1. Central Government c) Autonomous Organization e) Universities
2. State Government d) Government Undertaking f) Others

12. 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.

13. Total emoluments per month now drawn (with break-up):

14. Additional information, if any, which you would like to mention 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)

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

16. Whether belongs to SC/ST/OBC:

17. Remarks:

[ the candidate may indicate information with regard to (i) Research publications and reports and special projects; (ii) Awards/ Scholarship/ Official Appreciation; (iii) Affiliation with the Professional bodies/ institutions/ societies; and (iv) any other information. ]

 [Note: Enclose a separate sheet, if the space is insufficient]

19. Contact No.: (Off) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Res) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have carefully gone through the vacancy circular/advertisement 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 & Address)

**Certification by the Employer / Cadre Controlling Authority**

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. His / Her integrity is certified.
3. His / Her ACR/APAR Dossier in original is enclosed / photocopies of the ACRs/APARs for the last 5 years duly attested [on each page] by an officer of the rank of Under Secretary of the Government of India 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 last 10 years is enclosed [as the case may be].

 Countersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employer / Cadre Controlling Authority with Seal)