

**Application for the post of
ADMINISTRATIVE OFFICER
on deputation basis in
National Institute of Ocean Technology (NIOT),
Chennai**

Post Code: AO/2024

Please affix a recent
passport size photo

1.	Name and Address (in Block letters) with telephone / mobile number	
2.	Post applied for	
3.	Date of Birth (DD/MM/YYYY)	
4.	(i) Date of entry into service	
5.	(ii) Date of retirement under Central/ State Government Rules	
6.	Educational Qualifications	
7.	Whether eligibility qualifications / job requirement required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
8.	Are you holding analogous posts on a regular basis in the parent cadre / department	

9. Are you having four years regular service in posts in Pay Level 8 / PB-2 + GP 4800 or equivalent in the parent cadre / department, as per the advt. criteria.

10. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Organization	Post held on regular basis	Period of service		Pay Level / Pay Band and Grade Pay / Pay Scale of the post held on regular basis			Nature of appointment whether regular / ad-hoc / deputation	Nature of duties (in detail) (if required, separate sheet may be enclosed)
		From	To	Pay Level as per 7 th CPC*	Pay Band / GP as per 6 th CPC*	Basic Pay		

** for applicants from Public Sector Undertakings(PSUs), the relevant orders for similar pay scale adopted may please be indicated.*

11. In case the present employment is held on deputation / contract basis, please state,

The date of initial appointment	Period of appointment on deputation / contract	Name of the parent office / organization to which the applicant belongs.	Name of the post and Pay of the post held in substantive capacity in the parent organization.

12. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

13. Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column)
 a) Central Government
 b) State Government
 c) Autonomous Organization
 d) Government Undertaking
 e) Others

14.	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	
15.	Total emoluments per month now drawn.	Basic Pay DA HRA TA

DECLARATION

I hereby declare that I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the *Curriculum Vitae* duly supported by the documents in respect of Educational Qualifications/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date:

Signature of the Candidate

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 eligibility qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.

ii) His/Her integrity is certified.

iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 5 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as case may be)

Place:

Date:

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Name:

Designation:

Office Seal: