

APPLICATION FORMName of the Post applied for: **Sub Divisional Engineer (SDE)**

1.	Name & Address [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) Date of retirement	
4.	Educational Qualifications:	
5.	Preferred place of Posting: <i>(Only two choices to be given)</i>	Choice 1: Choice 2:
6.	Whether Educational and other qualifications 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.)	
Qualifications/Experience required as mentioned in the advertisement/ Vacancy Circular		Qualifications/Experience possessed by the Officer
Essential		Essential
a)	Qualification:	Qualification:
b)	Experience	Experience
In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
7.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the application form) with reference to the post applied.		
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 on regular basis	From	To	*Basic Pay, Pay Scale and Level (as per 7 th CPC or equivalent) of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important: Basic Pay, Pay Scale, and Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Basic Pay and Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Basic Pay, Pay Scale and Level where such benefits have been drawn by the Candidate, may be indicated as below:**

Office/Institutions	Basic Pay, Pay Scale and Level drawn under ACP/MACP Scheme	From	To

9. Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent 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 the applicant belong	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.

10.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)

10.2 Note: Information under Column 10(c) and (d) must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.

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

12.	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)	Union Territory		
d)	Public Sector Undertaking		
e)	Statutory/ Autonomous Organization		
f)	Recognised Research Institution		
g)	University		
h)	Others		
13.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
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	Pay Scale and Level	Total Emoluments
16.	In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed:		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other allowances etc. (with break up details)	Total Emoluments
17. A	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>[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]</p>		

	Note: Enclose a separate sheet, if the space is insufficient.		
17. B	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to</p> <p>(i) Research Publications and Reports and Special Projects,</p> <p>(ii) Awards/Scholarship/Official Appreciation,</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ Innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient.)</p>		
18.	Whether belongs to SC/ST.		

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 documents submitted in respect of Essential 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.

Signature of the Candidate:

Date:

Address:

Contact No.:

Staff No./HR No. /Employee Code:

Email ID:

Annexure-D

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the application form 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:

- 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 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)

ANNEXURE-E**DECLARATION**

I, _____ hereby declare that my posting as _____ in Department of Telecommunications is purely on temporary basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on Deputation Basis.

2. I am not entitled to absorption as _____ in the Department of Telecommunications and therefore will not resort to lay any claim for the same.

3. I am liable to be repatriated to my parent department/organization for any inaccuracies in the details noted above or contravention of any provision in the rules/order governing deputation.

Place :

Date :

Signature of the Official

**Countersigned
Signature of the Controlling Officer with official seal**

ANNEXURE-F

CADRE CLEARANCE CERTIFICATE

This is certified that the Competent Authority has allowed to issue cadre clearance to Shri/Smt..... to proceed on deputation in case of selection to the post of SDE by Department of Telecommunications. In terms of the cadre management/ selection process, this office will not cause any administrative difficulties/ inconvenience throughout the selection process.

Countersigned
(Designation of Cadre Controlling Authority with Seal)

Date:

Place: