

Application format for the post of Deputy Director (Administration)

Passport size Photograph

- Name and address in Block letters:
- Email, Mobile, Fax:
- Date of Birth (in Christian era):
- Date of retirement under Central/State Government Rules:
- Educational Qualification:

S. No.	Degree	Division/Grade and % of marks	Year of Passing Degree	Duration of the Degree course etc.	University	Subjects*	Subject of specialization** (Master and Ph. D)

- Please state clearly whether in the light of entries made by you above, you meet the requirement if the post: **YES/NO**
- Details of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Name of the post	Employer /Organization	From	To	Scale of pay and its classification	Nature of Appointment #	Whether appointment through UPSC, State, PSC or otherwise	Nature of Duty performed (in Brief)

- Nature of present employment i.e. adhoc or temporary or quasi-permanent or permanent.
- 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 you belong:
- Additional details about present employment. Please state whether working under:
 - Central Government
 - State Government
 - Public Sector Undertaking
 - Commercial Organization
- Please state whether you are working in the same Department and are in the feeder grade in the feeder grade:
- Are you in the revised scale of pay? If yes, give the details including the date from which the revision took place and also indicate the pre-revised scale:
- Total emolument per month now being drawn:
- Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if insufficient.
- Whether belongs to SC/ST/OBC:
- Additional information, if any:

Note: * Enclose transcripts/mark sheet of each year
 ** (1) Enclose transcripts showing thesis/dissertation titles and specialization subject as Plant Breeding and Genetics or Plant Breeding or Genetics (on Plant Species)
 (2) Enclose certified copy of abstract of thesis/ dissertation in Masters and Ph. D Degree
 # Enclose certificate from Head of the Organization along with other evidences of Managerial, Legal or IPR or Agricultural Development experience in the position held

Signature of the candidate

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

Certified that the particulars furnished by Shri/Smt./Kum. _____ are correct and he/she posses the required educational qualifications and experience as given in the Advertisement.

Also Certified that:

- There is no vigilance case pending/Contemplated against him/her.
- His/her complete ACR dossier/ACR dossier/ACRs for the last 5 year duly attested (on each page by an officer not below the rank of Under Secretary to the Govt. of India) are enclosed.
- His/her integrity is beyond doubt.
- No minor/major penalties have been imposed on him/her during the last 10 years.

OR

A statement of minor/major penalties imposed during the last 10 years is enclosed.

Date:
Place:

Signature _____
 Name & Designation _____
 With Seal _____