**APPLICATION FOR THE POST OF…………………………………………………………………………………………………..….IN SOUTH DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS.**

1. Name and address in Block Letters :-……………………………………………………………………….
2. Date of Birth (in Christian era) :-……………………………………………………………………….
3. Date of retirement under Central/ :-……………………………………………………………………….

State Government Rules

1. Educational Qualifications :-………………………………………………………………………

………………………………………………………………………..

………………………………………………………………………..

1. Whether education and other qualifications :- ……………………………………………………………………..

required for the post are satisfied ………………………………………………………………………

(Details of given qualification)

1. Please state clearly whether in the light :-……………………………………………………………………..

of entries made by you above, you meet

the requirements of the post and you are

eligible as per RRs.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | | Post held | Pay Scale/Grade Pay | Office | Nature of Duties |
| From | to |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Nature of present employment i.e. :-……………………………………………………………………….

Adhoc or temporary or quasi-

permanent or permanent.

1. In case the present employment is :-………………………………………………………………………

held on deputation/contract basis,

please state

1. The date of initial appointment
2. Period of appointment on deputation/contract
3. Name of the parent office/organization to which you belong
4. Additional details about present employment.

Please state whether working under:

1. Central Government
2. State Govt.
3. Autonomous Organisation
4. Government Undertaking
5. Universities
6. Others

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1. Details of Pay Scale on initial appointment and subsequent promotions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Ist appointment/Promotions | Date | Pay Scale/Grade Pay | Whether held on Regular/ Adhoc/ ACP /MACP basis |
|
| 1. | Initial appointment in service |  |  |  |
| 2. | Ist Promotion |  |  |  |
| 3. | 2nd Promotion |  |  |  |
| 4. | 3rd Promotion |  |  |  |
| 5. | 4th Promotion |  |  |  |
| 6. | 5th Promotion |  |  |  |
| 7. | 6th Promotion |  |  |  |

\*If financial up- gradation on ACP/MACP basis, please give details of regular promotion also.

1. Additional information, if any, which you

would like to mention in support of your

suitability for the post, Enclose a separate sheet,

if the space is insufficient.

1. Remarks :-……………………………………………………………………………………..

Date:-……………. Signature of the candidate:-

Address:-

Countersigned

(Employer)

**CERTIFICATE**

(To be given by Head of Office of the Applicant)

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. It is certified that the officer is eligible to hold this post as per the provisions of the Recruitment Rules mentioned in deputation vacancy circular.

NAME OF THE OFFICER/DESIGNATION

WITH OFFICIAL SEAL OF HEAD OF OFFICE

DATE :---------------------

**NOTE: - Application should be forwarded though proper channel with approval of Competent Authority.**