

APPLICATION FORMAT

(Note: Candidate may give all requisite details duly typed in the prescribed format in M.S. Word)

1. Name of the Post applied for :
- 2.(a) Name of the applicant :
- (b) Designation of the applicant (in full) :
- (c) Office Address :
3. Address for Communication :
4. Telephone Office :
- Residence :
- Fax No. :
- Mobile No. :
- E-mail address :
5. Date of birth :
- Age as on date of advertisement :
6. **Eligibility Criteria fulfilment** :

	As per job specifications	Possessed by the officer	Whether eligible or not
Educational/ professional qualifications (along with the name of institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years

Sr. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					

7 (a) Nature and duration of experience relevant for the advertised post and job description:

Sr. No.	Designation and place of posting	Organization	From	To	Pay scale
1.					

8. In case the candidate is holding the present post on lien/ deputation basis (for PSUs Executives):-

- a) Name of the organization in which the lien is held.
- b) The date from which the lien is held.
- c) Date from which candidate is on deputation.

9 (a) Whether any punishment awarded to the applicant during the last 10 years:

Yes or No

If yes, the details thereof

9 (b) Whether any action or inquiry is going on against him as far as his knowledge goes: Yes or No

If yes, the details thereof

10. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached): Turnover Rs. _____ for the year _____ (for PSUs/ Private Sector Executives).

Instructions for employer:

While forwarding application through proper channel; the employer should enclose ACRs for the preceding five years and Vigilance Clearance certificate in respect of applicant.

11. Certification and Declaration:

I certify that:

- (i) The annual report for the last audited financial year or annual turnover figures duly certified by the Company Secretary/CFO is enclosed as Encl. I. (for SPSUs/ Private Sector Executive)
- (ii) A write up on the significant contributions made by me during the present/ past assignments and my suitability for the post is enclosed at Encl. II (for all categories)
- (iii) I am working at _____ level position and reporting directly to _____ (for Private Sector Executives)
- (iv) The Company in which I am working is listed on the _____ (Name) _____ Stock exchange (if available).

I, certify that the details furnished by me in Column 1 to 10 are true and I am eligible for the post.

I, _____ son of _____ hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that no criminal case is pending against me.

I also certify that I am not facing any charge nor any charge sheet has been filed against me in any competent court relating to any crime.

I also certify that I have not been convicted for any act of moral turpitude or economic offence or for any such offence by any competent court.

I further submit my willingness for the interview and to join the post, if selected. I understand that, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of one year for being considered for a Board level post in any of the Government Utility under the State of Haryana.

Date:

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(Name and signature of the applicant)