



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
All India Institute of Medical Sciences, Bhubaneswar

(Autonomous body under the aegis of MoH&FW, Govt. of India)

सिजुवा, पोस्ट: डूमुदुमा, भुवनेश्वर - 751 019
Sijua, Post: Dumuduma, Bhubaneswar - 751 019

ADVT NO. AIIMS.BBSR/NON-FACULTY/RECRUITMENT/2022/953/5498

Dated: 02.12.2022

**INVITES ONLINE/OFFLINE APPLICATIONS FOR RECRUITMENT TO THE FOLLOWING
POSTS ON REGULAR/DEPUTATION BASIS**

All India Institute of Medical Sciences, Bhubaneswar, an Autonomous Institute of National Importance, is one of the new AIIMS and apex healthcare Institute being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) with the aim of correcting regional imbalance in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate, postgraduate and higher medical education and training.

Online applications from Indian/other citizens as permissible under the applicable Act/Rules are invited for the following posts on DIRECT/DEPUTATION in All India Institute of Medical Sciences, Bhubaneswar, Odisha.

VACANCY DETAILS

| Sl | Post details | Group | No. of Posts | Scale of Pay |
|----|---|-------|--------------|---|
| 1 | Antenatal Medical Officer (on regular basis) | A | 01-UR | Level-10, Pay Matrix as per 7 th CPC |
| 2 | Blood Transfusion Officer (on regular basis) | A | 01-UR | Level-11, Pay Matrix as per 7 th CPC |
| 3 | Senior Analyst (System Analyst) (on regular basis) | A | 01-UR | Level-12, Pay Matrix as per 7 th CPC |
| 4 | Senior Procurement-cum-Stores Officer (on deputation basis) | A | 01 | Level-11, Pay Matrix as per 7 th CPC |

Note:

1. The aspiring applicants (for Direct Recruitment posts Sl. No.- 1-3) satisfying the eligibility criteria in all respect can apply through ON-LINE application mode only.
2. The last date of receipt of complete application on the prescribed proforma along with required documents through proper channel is 30 days after publication of this advertisement in the Employment News. Application received after the stipulated time period shall summarily be rejected and in this regard no request shall be entertained.
3. The applicants applying for the post of Senior Procurement-cum-Stores Officer, can apply through OFFLINE mode only. The interested candidate may also forward an advance copy of the application alongwith necessary documents. However, their original application should be forwarded by their present employer and the same should reach this office within a period of one week from the closing date of the application.
4. For detailed advertisement including educational qualifications, age and eligibility criteria etc., kindly visit the Institute's website <https://aiimsbhubaneswar.nic.in>.

Sd/-

Executive Director
AIIMS, Bhubaneswar



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VACANCY DETAILS

| Sl | Post details | Scale of Pay | Essential Qualifications & Experience |
|------------------------------------|---|---|--|
| ON DIRECT RECRUITMENT BASIS | | | |
| 1 | Antenatal Medical Officer (on regular basis) No. of posts-01 Category- UR-01 Age Limit-21-35 years | Level-10, Pay Matrix as per 7 th CPC | A recognized medical qualification included in I or II Schedule or Pan II of the 3 rd Schedule (other than the licentiate qualifications) to the Indian Medical Council Act 1956. Holders of educational qualifications included in Part-II of the 34 th Schedule should fulfil the conditions stipulated in subsection (3) of the section 13 of the Indian Medical council Act 1956. |
| 2 | Blood Transfusion Officer (on regular basis) No. of posts-01 Category- UR-01 Age Limit- Not exceeding 30 years | Level-11, Pay Matrix as per 7 th CPC | <ol style="list-style-type: none">1. A recognized medical qualification included in I or II Schedule or Pan II of the 3rd Schedule (other than the licentiate qualifications) to the Indian Medical Council Act 1956. Holders of educational qualifications included in Part-II of the 3rd Schedule should fulfil the conditions stipulated in subsection (3) of the section 13 of the Indian Medical council Act 1956.2. Five years of experience in Blood Bank work after registration as a Medical Graduate.3. The candidate must be registered with a State Medical Council. |

| | | | |
|----------------------------|--|---|--|
| 3 | Senior Analyst (System Analyst) (on regular basis) No. of posts-01 Category- UR-01 Age Limit- Not exceeding 50 years | Level-12, Pay Matrix as per 7 th CPC | Essential Qualification: M.E./M.Tech. in Comp Sc./Comp Engg. Or PhD in Computer Science + 15 years' experience in IT systems /Networking/ Hardware configuration/Software Programming in Ministries/Departments of Govt. of India/State Govt./Union Territories/Statutory/Autonomous Bodies. |
| ON DEPUTATION BASIS | | | |
| 4 | Senior Procurement cum Store Officer (on deputation basis) No. of posts-01 Age Limit- Not exceeding 56 years | Level-11, Pay Matrix as per 7 th CPC | Officers under the Central/State/U.T. Administrations or of a Central Statutory/Autonomous Bodies holding analogous post or with at least 5 years of regular service in the post with Grade Pay of Rs. 5400/- and have 5 years' experience as Store Officer on regular basis (Period of deputation shall not ordinarily exceed 3 years). |

A. GENERAL CONDITIONS

1. MAXIMUM AGE LIMIT & AGE RELAXATION:

- I. No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- II. Age relaxation to other categories of the candidates will be applicable as per the DoPT instructions.

2. RESERVATION

- I. Reservation for SC/ST/OBC/EWS/PwBD, if any, will be as per Government of India Policy.
- II. Candidates applying against any of the reserved category posts, viz. SC/ST/OBC/PwBD/EWS (as applicable) will be considered on production of valid Caste/PwBD/EWS Certificate issued by the Appropriate/Competent Authority on the prescribed format. Community should be clearly and legibly mentioned in the Certificate.
- III. Applicants applying for the posts reserved for OBC must obtain certificate of OBC (non- creamy layer) in the prescribed format issued by Competent Authority. The certificate should be of the current financial year and in accordance with instructions issued by the Government of India in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes. OBC candidate(s) should not belong to Creamy Layer and their sub-caste should match with the entries in Central List of OBC, failing which their candidatures will not be considered under any of the applied reserved category post(s).
- IV. Reservation for Economically Weaker Sections (EWSs) shall be applicable as per Govt. of India, Office Memorandum No. 36039/1/2019-Estt (Res) DoPT dated 19th January, 2019 and 31st January, 2019. EWS candidate must ensure that they have a valid EWS certificate as on the cut-off date. EWSs Candidates are required to attach certificate issued by the competent authority in the format prescribed as per guidelines of Govt. of India. In case suitable Economically Weaker Section (EWSs) candidates are not found, these posts will neither be carried forward nor considered as backlog vacancies. Therefore, Unreserved (UR) candidates are also provisionally allowed to apply against the posts reserved for EWS and they may be considered in case suitable EWSs candidate are not found to fill up these posts reserved for EWSs.
- V. 4% of the total vacancies are horizontally reserved for PwBD candidates as per the Ministry of Social Justice and Empowerment's Notification No. 16-15/2010-DD.III dated 29th July, 2013 as amended from time to time as applicable. Only such persons would be eligible for reservation under PwBD quota in service/posts who suffer from not less than 40% of physical disability. Person who wants to avail the benefit of reservation

would have to submit a Disability Certificate as issued by a Competent Authority in prescribed format. However, the candidature of PwBD applicant is subject to evaluation by a Medical Board duly constituted by the Executive Director, AIIMS, Bhubaneswar. This Medical Board will evaluate suitability of candidates for the post he/she is being considered for. All the instructions of Govt. of India as amended and as applicable in this matter will be followed if the same is not consistent in this connection.

3. NO OBJECTION CERTIFICATE:

- I. The applicants who are already in Government service (including AIIMS Employees) shall have to produce "No Objection Certificate" from their present employer at the time of Interview or as per the instructions issued from time to time. However, they have to take prior permission from their employer while applying for the post. No candidate will be allowed to appear for the interview without NOC from his employer.

4. APPLICATION FEES: Rs. 1,000/- (Rupees One Thousand Only).

- I. For Unreserved/OBC/EWS candidates is Rs.1000/-. The candidates (only for the applicant intend to apply against the direct recruitment vacancy) can pay the prescribed application fee online by clicking on the link provided in the website while filling up the Online Application.
- II. Application fee once remitted shall not be refunded under any circumstances.
- III. **No application fee for SC/ST/PwBD/Women Candidates of any community.**
- IV. Incomplete application(s) and application received without the prescribed fee would not be considered and will be summarily rejected. The decision of the Competent Authority of AIIMS, Bhubaneswar in this regard will be final.

5. CUT OFF DATE & LAST DATE OF RECEIPT OF APPLICATION

- I. The cut-off date to determine the maximum age limit, essential qualification & experiences will be the last date of submission of online application. The link for submission of online applications in respect of above said posts (except the post of Senior Procurement-cum-Stores Officer) along with other relevant information will be activated on the date of advertisement on Employment News/ Rojgar Samachar or earlier (as posted on the website). The last date of submission of online applications will be 30 days from the date of publication of the advertisement in Employment News/Rojgar Samachar. In case the last date falls on weekly off or holidays, then the last date of submission of application will be shifted to the next working days (up to 5.00 PM).
- II. For Senior Procurement-cum-Stores Officer, the last date of receipt (closing date) of complete application on the prescribed proforma along with required documents through proper channel is 30 days after publication of this advertisement in the Employment News/ Rojgar Samachar. The interested candidate may forward an advance copy of the application alongwith necessary papers before the closing date, however, the original application should be forwarded by their present employer and the same should reach this office (address mentioned under section "How to apply?") within a period of 15 days from the closing date of the application. Application received after the stipulated time period shall summarily be rejected and no request regarding extension of closing date shall be entertained.

B. HOW TO APPLY?

- I. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the **cut-off date** of online applications failing which their application will be rejected. They must possess the educational qualification and experiences as recognized by the Govt. of India. Their candidature will be cancelled at any stage if it is found that their educational qualification or experiences is not recognized by the Govt. of India.
- II. The aspiring applicants (for Direct Recruitment posts Sl. No.- 1-3) satisfying the eligibility criteria in all respect can apply through ON-LINE application mode only. The On-line registration of application will be made available on official website of AIIMS, Bhubaneswar i.e. <https://aiimsbhubaneswar.nic.in/> The notification for date of activation of link for submission of online applications in respect of above said posts along with other relevant information will be notified on the website.

- III. Candidates after applying through online mode must send the hard copy of duly signed online application form and self-attested copies of Matriculation Certificate, Degree Certificates/Mark-Sheets, or equivalent certificates/Mark sheets, Experiences Certificates etc. in support of fulfilling the essential criteria of age, etc. besides others in support of their candidature to this Institute. The Experience Certificate should clearly show the duration of experience (“from” to “to”), nature of experience etc. Candidates must ensure that their hard copy of application & other relevant documents as mentioned above must reach the following address within 15 days from the **cut-off date**.

**The Assistant Administrative Officer, Recruitment Cell,
All India Institute of Medical Sciences, Bhubaneswar,
Sijua, Dumuduma, Bhubaneswar-751019
Tel. No: 0674-2476255**

- IV. The envelope containing the application should be super-scribed with “**Application for the post of** _____”
- V. Candidates are advised to fill their correct and active e-mail ID in the online application, as all correspondences will be made by the Institute through e-mail. Test/Interview schedule will be mailed in due course to the candidate in their registered e-mail.
- VI. The candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per the AIIMS, Bhubaneswar prescribed guidelines and in that case, their application will be rejected. So, candidates are advised to be careful while uploading their photo and signature.
- VII. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode and separate application fees as applicable is to be paid.
- VIII. Any query regarding technical problem of on-line application may be sent through email to itdept@aiimsbhubaneswar.edu.in (Only for Online Application Form & Payment Related Queries).
- IX. For the post of **Senior Procurement-cum-Store Officer**, the officers who fulfill the above qualifications/eligibility criteria may submit their application in the prescribed proforma at **Annexure-I through proper channel** to the **Assistant Administrative Officer, Recruitment Cell, All India Institute of Medical Sciences, At-Sijua, Post-Dumuduma, Patrapada, Bhubaneswar -751019**. The envelope containing the application(s) should be superscribed “**Application for the Post of Senior Procurement-cum-Store Officer on Deputation Basis**”. While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested photocopies of all the necessary documents establishing their eligibility for the post applied and up to date **Confidential Reports (at least for the last 05 years)** may also be enclosed with the applications. It may also be clearly stated that **no vigilance/disciplinary proceedings are pending or contemplated against the candidates concerned**. Applications without Vigilance Clearance and attested copies of CR Dossiers will not be considered.

C. SHORTLISTING AND METHOD OF SELECTION

- I. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
- II. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- III. In the event of number of applications being large, institute will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by conducting a **SCREENING TEST**.

D. OTHER TERMS AND CONDITIONS:

- I. **Site of Interview:** Interview will be held at AIIMS Bhubaneswar or any other place as decided by the Executive Director, AIIMS, Bhubaneswar. No TA/DA will be paid for appearing in the interview.
- II. **AIIMS, Bhubaneswar decision is final:** The decision of the AIIMS, Bhubaneswar in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the selection, and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- III. Any **corrigendum or revision** of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Bhubaneswar only in due course. Candidates are advised to visit our website regularly for updated information in this regard.

E. OTHER INFORMATION/INSTRUCTIONS TO THE CANDIDATES

- I. All India Institute of Medical Sciences is an autonomous body established under Act of Parliament.
- II. Service under the Institute is governed by that Act and the Rules & Regulations framed there under.
- III. The Institute strives to have a workforce which reflects gender parity and women candidates are encouraged to apply.
- IV. All the posts carry usual allowances as admissible to Central Government Employees of similar status at Bhubaneswar, Odisha.
- V. Probation period: The period of probation is two years.
- VI. The employees of the Institute will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division). Notification No. 5/7/2003-ECB&PR dated 22.12. 2003. However, pay protection and continuation of past services of the existing Govt. employees selected to the post will be considered strictly as per the Rules.
- VII. The post(s) is/are whole time and private practice of any kind is prohibited.
- VIII. The candidates are likely to be posted at rural health and urban health centres or other centres attached with the Institute for the period to be decided by the Institute as applicable.
- IX. While every effort will be made to provide residential accommodation in case of appointment at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, H.R.A. as admissible to Central Government Servants of similar status stationed at Bhubaneswar, Odisha will be provided.
- X. The candidate should not have been convicted by any Court of Law.
- XI. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.
- XII. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.**
- XIII. The decision of the Competent Authority regarding interview, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
- XIV. All disputes will be subject to jurisdiction of Court of Law at Bhubaneswar. All candidates whether in Government service or in Government owned industrial or other similar organization or in private employment should submit their application directly to the Institute Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- XV. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to

produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.

- XVI. The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the competent authority of AIIMS Bhubaneswar.
- XVII. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.
- XVIII. Candidates will be informed of the final result in due course through Institute website and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Institute do not enter into correspondence with the candidates about reasons for their non-selection for interview/appointment.
- XIX. Canvassing in any form will disqualify a candidate.

IMPORTANT

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact 0674 – 2476255 (Between 09:30 AM to 5:15 PM only working days)

Email: recruitment@aiimsbhubaneswar.edu.in

Sd/-

**Executive Director
AIIMS, Bhubaneswar**



Annexure-I

अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर

All India Institute of Medical Sciences, Bhubaneswar

सिजुआ, डाक:डुमुडुमा,भुवनेश्वर -751019

Sijua, Post: Dumuduma, Bhubaneswar - 751 019

Application for the post of _____ on Deputation basis at AIIMS, Bhubaneswar

| | | | |
|----|--|---|--|
| 1. | Name and address (in BLOCK Letters) | : | Affix here recent Passport size Photograph |
| 2. | Father's Name | : | |
| 3. | Date of Birth (in Christian era) | : | |
| 4. | Gender (Male/Female/Third Gender/Any Other Category) | : | |
| 5. | i) Date of entry into service ii) Date of Retirement under Central/State Government Rules | : | Signature |
| 6. | Educational Qualification(s) (From 10 th onwards) | | |
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| | | |
| 7. | 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 | A) Qualification |
| | B) Experience | B) Experience |
| | Desirable | Desirable |
| | A) Qualification | A) Qualification |
| | B) Experience | B) Experience |

| 8. | <p>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.</p> <p>Note: Borrowing Department are to provide their specific comments/view confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p> | | | | | |
|--------------------|---|------|----|--|--|--|
| 9. | <p>Details of employments, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</p> | | | | | |
| Office/Institution | Post held on regular basis | From | To | * Pay-Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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

| Office/Institution | Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme | From | To |
|---|---|---|--|
| | | | |
| | | | |
| 10. | Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent) | | |
| 11. | 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 belongs | (d) Name of the Post and Pay of the post held in substantive capacity in the parent organisation |
| | | | |
| | | | |
| <p>Note-1: In case of Officers already on deputation, the applicants of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>Note-2: Information under Column 9 above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p> | | | |
| 12. | If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | | |
| 13. | <p>Additional details about present employment:</p> <p>Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) University f) Others</p> | | |

| | | |
|-----|--|--|
| 14. | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | |
| 15. | 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. | |
| 16. | Total emoluments per month now drawn | |
| | Basic Pay in the PB | Grade Pay |
| | | Total Emoluments |
| | | |
| 17. | In case the applicant belongs to an Organisation 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 |
| | | |
| 18. | <p>A) 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> <p><i>(Note: Enclose a separate sheet, if the space is insufficient.)</i></p> | |
| | <p>B) 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/Scholarships/Official Appreciation.</p> | |

| | | |
|-----|--|--------------------|
| | (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Any research/innovative measure involving official recognition. (v) Any other information. (Note: Enclose a separate sheet, if the space is insufficient.) | |
| 19. | Whether belongs to SC/ST/OBC/PWBD (if yes, please specify) | |
| 20. | Contact No. | 1. Office : |
| | | 2. Residence : |
| | | 3. Mobile : |
| | | 4. E-mail address: |
| 21. | If selected, specify the minimum required joining time. | |

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 Essential Qualification/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 bearing my selection has been suppressed/withheld.

Date:

(Signature of the Candidate)

Address: _____

Certification by the Employer / Cadre Controlling Authority

1. 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 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)