**FORMAT OF APPLICATION**

|  |  |
| --- | --- |
| Post applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To  Name \_\_\_\_\_\_\_  Under Secretary, Department of Financial Services  Ministry of Finance, 2nd floor  Jeevan Deep Building, Sansad Marg, New Delhi - 110 001 | Affix your Passport size photograph duly signed across |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Name in Full (in Block Letter) | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
| 2. | Father’s/Husband’s name | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
| 3. | Date of birth | | Day | Month | Year | | | | | 4. | Age as on  (7.5.2021) | | | | Day | Month | | | Year |
| 5. | Nationality | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
| 6. | a) Academic | | | | | | | | | | | | | | | | | | |
|  | Qualification | | Board / University | | | | Year of Passing | | | | | Subject | | | | Percentage | | | |
|  | b) Professional | | | | | | | | | | | | | | | | | | |
|  | Qualification | | Board / University | | | | | Year of Passing | | | | | Subject | | | | Percentage | | |
|  |  | | | | | | | | | | | | | | | | | | |
| 7. | Details of Experience and brief service particulars | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
|  | Post (regular/ad-hoc) / Organization details | | | Period  (From – To) | | | | | Scales of Pay and Basic Pay | | | | Nature of Duties | | | | | Remarks / any other information relevant for the post | |
|  |  | | | | | | | | | | | | | | | | | | |
| 8. | Name /address of present employer / institution : | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
| 9 | Present post held : | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
| 10. | Date since present post held : | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
| 11. | Complete Postal Address, Telephone and E-mail particulars: | | | | | | | | | | | | | | | | | | |
|  | Permanent Address: | | | | | | | | | | | | | | | | | | |
|  | Present Postal Address: | | | | | | | | | | | | | | | | | | |
|  | Email | Telephone | | | | Office | | | | | | | | Mobile | | | | | |
| 12. | Any other relevant information in support of application : | | | | | | | | | | | | | | | | | | |

DECLARATION:

I do here by declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particular or information furnished by me, found false / incomplete or ineligible, my candidature will be rejected or cancelled and in the event of any statement information found false even after appointment, my services are liable to be terminated without any notice.

No. of Encl.:\_\_\_\_\_\_\_\_\_\_ Sheets (Signature of Candidate)

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_