

**Format of application for appointment to the post of Join Director (Tech) in  
Export Inspection Agencies/Council on deputation basis**

(To be forwarded through proper channel)

1. Advertisement No. :
2. Name and address of applicant :  
(IN BLOCK LETTERS)
3. Date of Birth (in Christian era) :
4. Whether belongs to SC/ST/OBC :
5. Date of retirement under Central / State :  
Government Rules
6. Choice of posting, in order of preference (Chennai / Delhi / Kochi / Kolkata / Mumbai)
  - a. ...., or
  - b. ...., or
  - c. ....
7. Educational Qualifications :
8. Whether Educational Qualifications and Experience required for the post are satisfied

Qualifications / Experience required	Qualifications / Experience possessed by the officer

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
10. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office / Institutions	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

11. Nature of present employment i.e. Adhoc / Temporary / Quasi-Permanent / Permanent :
12. 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 / organisation to which you belong. :
13. **Additional details about present employment** :  
**Please state whether working under Central Govt. / State Govt. / Autonomous Organisation / Semi – Govt. (indicate the name of your employer against the relevant category).**
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** :
17. **Additional information, if any, which you would like to mention in support of your suitability for the post.**  
(The candidate, 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

(Note: Enclose a separate sheet, if the space is insufficient).

18. Remarks : (The candidates may indicate information with regard to:-

- i) Research publications and reports and special projects :
- ii) Awards / Scholarship / Official Appreciation :
- iii) Affiliation with the professional bodies / institution and :
- iv) Any other information :

(Note: enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that my application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: \_\_\_\_\_

Signature of Candidate  
Address: \_\_\_\_\_

Countersigned  
(Employer with Seal)

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

1. Certified that the particulars furnished by Shri / Smt / Kum \_\_\_\_\_ are correct and he / she possesses educational qualifications and experience mentioned in vacancy circular / advertisement.
2. It is also certified that there is no vigilance / disciplinary case either pending or being contemplated against him / her.
3. His / her integrity is certified.
4. No major or minor penalty was imposed on Shri / Smt / Kum \_\_\_\_\_ during the last 10 years.
5. Copies of ACRs for the last 5 years up to 2010- 11 duly attested (with rubber stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent is enclosed.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name, Designation & Tel No.