

ANNEXURE – II

**APPLICATION FOR THE POST OF PRIVATE SECRETARY ON DEPUTATION BASIS IN
NATIONAL COMPANY LAW TRIBUNAL**

Paste here self
attested passport size
coloured photograph

1.	Post Applied For	:	
2.	Name of the Bench applied for (Maximum 2 choices may be indicated in the order of preference	:	1. 2.
3	Name (IN BLOCK LETTERS)	:	
4.	Date of Birth	:	
5.	Date of retirement under Central Government Rules	:	
6.	Service to which you belong	:	
7.	Whether SC/ST	:	
8.	Office Address	:	
	Telephone No.	:	
	Fax No.	:	
9.	Correspondence Address	:	
	Telephone No.	:	
	Mobile No.	:	
	Email id (mandatory)	:	
10.	Permanent Address	:	
11.	Level in Pay Matrix along with Present Pay, Present Post held and date of present posting	:	
12.	Educational Qualifications (Matric onwards)		

Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

13	Details of employment (in Chronological order).							
	Sl. No	Name of the office	Post held	Period		Nature of appointment (Regular/ Ad-hoc/ Deputation)	Level in Pay Matrix/Pay band and Grade Pay	Nature of duties
				From	To			
14.	Nature of present employment i.e. Permanent/Ad-hoc/ Temporary				:			
15.	In case the present employment is held on deputation, please state: a) The date of initial appointment: b) Period of appointment: c) Name and address of the present office / organization: d) Name and address of parent office/ organization :				:			
16.	Details of training undergone				:			
17.	Details of proficiency in computer				:			
18.	Any other information, applicant wants to furnish				:			
19.	Please state briefly how you find yourself best suitable for the post applied for:							

Applicants not holding the post in the Level in Pay Matrix/Pay Band/Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale viz-a-viz the Central Government's pay scales.

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

furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:

Date:

Signature of the Candidate _____

Address:

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

Certified that the above particulars furnished by Shri/Smt. _____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. _____.
2. That his/her integrity is certified
3. That his/her CR/ APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
4. That no major/minor penalty has been imposed on him/her during the last ten years.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

.....

Signature :

Name :

Designation :

Tel. No.

(Office Seal)

List of enclosures:

- 1.
- 2.