



PUSHPA GUJRAL SCIENCE CITY

JALANDHAR-KAPURTHALA ROAD, KAPURTHALA

Please read the instructions before filling this form and use separate sheet if the space is insufficient.

Application Form for Appointment of Administrative Officer

For Office Use

Application No.:

Received on :

Fee Rs. :

Name of the Bank:

Affix Recent
Passport Size
Photograph

1. Name (In Block Letters) : _____
2. Father's / Husband Name : _____
3. Date of Birth : _____ Sex : _____
(Attached Self Attested Copy
of the proof)
4. Age : _____ Years _____ Months _____ Days
5. Nationality : _____
6. Place of Birth : _____
7. Marital Status : _____ Religion : _____
8. Whether SC/ST/OBC : _____
(Attach proof of community)
9. Address for Communication : _____

Pin Code _____
10. Contact Phone No. : _____ Mobile _____
- Email Address : _____

11. Permanent Address : _____

Pin Code _____

12. Bank Draft No., Date & Amount : _____

13. Educational Qualification :

Examination Passed	Institute / University	Subject Studied	Year of Passing	% of Marks	Division Obtained

(Attached Self Attested copy of Graduation Degree & other Higher Degrees)

14. Knowledge of Computer : _____

(Attached Self Attested copy of Computer Certification or any other documentary proof of working knowledge of Word processing, Internet and email usage)

15. Details of Experience:

Name of Organization	Post held / Designation	Pay Scale / Basic Pay	Duration of Service		Nature of Duties
			From	To	

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(Attached self attested copies of experience certificate mentioning the period as well as the period in supervising capacity and pay scale / Basic pay drawn)

16. Details of training attended: _____

17. Applicants willing to apply on deputation must forward their applications through proper channel accompanied with Vigilance Clearance Certificate as well as attested copies of the ACRs for the last five years. Certificate from employer as per **Appendix - I.**

18. Any other relevant information :

19. References : (1)

(2)

20. List of Enclosures :

21. Declaration :

I declare that all information supplied by me, as above are true, complete and correct to the best of my knowledge and belief and there are no vigilance / disciplinary cases pending or contemplated against me. I also fully understand that in the event of any information being found false or incorrect, my candidature may be summarily rejected or employment terminated.

Place :

Signature of Candidate

Date :

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER / HEAD OF OFFICE / FORWARDING AUTHORITY

Certified that the particulars furnished by Sh./Smt./Km. _____ are correct. There are no vigilance / disciplinary cases pending or contemplated against him / her.

Sh./Smt. _____ has been drawing salary in the scale _____ GP _____ or Basic Pay _____.

Please tick one below:

- The up-to-date Annual Confidential Report dossier attested copies of ACRs for last 5 years in respect of Sh./Smt./Km. _____ is enclosed.

- There is no Practice of maintaining Confidential Reports of employees in this Organization / Institution.

Date:

Signature of Head of Department / Forwarding Authority

Name:

Office: