**FORMAT I**

**FORMAT FOR APPLICATION**

|  |
| --- |
| Latest Passport size photograph to be pasted |

**Please clearly specify the preferred mode of appointment: By Direct Recruitment/ Deputation/ Re-employment [pl tick preferred mode]**

**1. GENERAL INFORMATION OF APPLICANT**

|  |  |
| --- | --- |
| **Name in full (In Capital letters)** |  |
| **Father’s/Husband’s Name** |  |
| **Mother’s Name** |  |
| **Date of Birth** |  |
| **Age as on \_\_\_\_\_\_\_\_ in Years, Months & Days** |  |
| **Correspondence Address with pin code** |  |
| **Permanent Address with pin code** |  |
| **Phone/Mobile Number** | **Mobile No.:**  **Landline No.:** |
| **Email ID** |  |
| **Marital Status** |  |
| **Nationality** |  |
| **Caste Category (SC/ST/OBC)** |  |

**2. PRESENT POSITION**

|  |  |
| --- | --- |
| **Designation** |  |
| **Name & Address of Employer/Organization** |  |
| **Ministry under which present organization comes** |  |
| **Pay scale/Level/pay band/Current basic Pay** |  |
| **Date of Appointment to the present post** |  |
| **Nature of Current employment (permanent/deputation/contract)** |  |
| **Total Experience (In Years Months)** |  |

**3. DETAILS OF PREVIOUS EXPERIENCE (Attach as separate sheet if necessary)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Full name & address of Organization** | **Post held** | **From** | **To** | **In Years and months** | **Whether permanent/ on probation, deputation/contract** | **Pay Scale/ Basic pay/ Total emoluments** | **Nature of duties** | **Reasons for leaving the post** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**4. EDUCATIONAL QUALIFICATIONS (In chronological order from latest to above)**

**(Attach as separate sheet if necessary)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Qualification** | **University/Institution** | **Year** | **Subject/**  **Specialization** | **% of Marks** | **Distinctions, etc.** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5. DETAILS CONTRIBUTION TO JOURNALS, ARTICLES, BOOKS AND PATENTS (In Numbers)**

**(Please furnish details of patents and publications like as Names of authors, Title of papers, Name of Journals, Years, Volume, Paginations, etc. on a separate sheet with mentioning annexures numbers).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Publications** | **Details of Journals/ books/ patents/ articles** | **Nos.** | **Annexures** |
| Research Papers in Referred Journals | International |  |  |
| National |  |  |
| Papers in Conference/Symposia | International |  |  |
| National |  |  |
| Books edited and chapters in books | International |  |  |
| National |  |  |
| Popular articles | International |  |  |
| National |  |  |
| Patents | International |  |  |
| National |  |  |
| Others | International |  |  |
| National |  |  |

**6. RESEARCH/CONSULTANCY PROJECTS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Client/Organization’s name** | **Nature of Project** | **Duration of project** | **Amount of grant (in Rupees)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**7. HONOURS/AWARDS & FELLOWSHIPS FOR OUTSTANDING WORK:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Award/Fellowship** | **Elected/Honorary Fellow** | **Awarded by** | **Year of Award** |
|  |  |  |  |  |
|  |  |  |  |  |

**8. MEMBERSHIP OF PROFESSIONAL BODIES, SOCIETIES AND THEIR NAMES**

|  |  |
| --- | --- |
| **Sl. No.** | **Membership of Professional bodies, Societies and their names** |
|  |  |

**9. SUMMARY OF R&D EXPERIENCE, SPECIFICALLY GUIDING INNOVATION BASED VALUE ADDITION, BUSINESS DEVELOPMENT AND SCOUTING AND DOCUMENTATION OF INNOVATIONS**

|  |  |
| --- | --- |
| **Sl. No.** | **Details of such experience** |
|  |  |

**10. EXPERIENCE IN MANAGERIAL/ADMINISTRATIVE CAPACITY FOR SCIENCE & TECHNOLOGY PROGRAMMES, PLANNING AND DEVELOPMENT, BUDGET & FINANCE, COORDINATION AND SUCH ORGANISATIONAL MATTERS**

|  |  |
| --- | --- |
| **Sl. No.** | **Details of such experience** |
|  |  |

**11. NO. OF RESEARCH SCHOLARS SUCCESSFULLY GUIDED**

|  |  |
| --- | --- |
| **Name of Programme** | **Awarded (Nos.) (Under-progress not to be included)** |
|  |  |

**12. ACADEMIC VISITS ABROAD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Country Visited** | **Purpose of visit** | **Period** |
|  |  |  |  |

**13. TRAINING/ASSIGNMENT/ANY OTHER RELEVANT PARTICULARS**

|  |  |
| --- | --- |
| **Sl. No.** | **Name of Programme** |
|  |  |

**14. KNOWLEDGE OF LANGUAGES**

|  |  |
| --- | --- |
| **Sl. No.** | **Languages (including foreign languages)** |
|  |  |

**15. OTHER ACTIVITIES/RESPONSIBILITIES**

(Applicant may mention any special qualification/experience which have not been included under the heads given above)

|  |  |
| --- | --- |
| **Sl. No.** | **Details of Activities/Responsibilities** |
|  |  |

**16. STRENGTHS (justification in support of your candidature such as R&D experience, specific experience gained and outstanding managerial skills exhibited during your employment, which has bearing on duties of the post of Director) upto 1000 words**

|  |
| --- |
|  |

**17. YOUR VISION FOR THE INSTITUTE (upto 1000 words)**

|  |
| --- |
|  |

**18. DETAILS OF REFEREES (Not more than three)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Referee** | **Post Held by Referee** | **Email ID** | **Mobile No.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**19. ARE YOU WILLING TO ACCEPT THE INITIAL SALARY OF THE GRADE.**

|  |
| --- |
| **(If no, state what is the minimum salary acceptable or expected is, with justifications thereof)** |

**20. If appointed, what is the notice period you would require before joining the post.**

|  |
| --- |
| **No. of days -** |

**21. LIST OF ENCLOSURES;**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Name of particulars** | **Annexures (like as I, II , III, etc)** |
|  |  |  |
|  |  |  |

**Declaration to be signed by the Candidate**

I hereby certify that the foregoing information is correct to the best of my knowledge and belief.  I have not suppressed any material fact or factual information in the above statements.  In case, I have given wrong information, or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof.  I am not aware of any circumstances which might impair my fitness for employment under the Government.

Date   :                                                                    **Signature of applicant**

Place  :

ANNEXURE-I

NO OBJECTION CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)

1. Certified that Dr./ Sh. / Smt. / Ms. ……………………………………… joined this organization as ………………………… (Name of the post) in pay level ……… (as per 7th CPC) on …………… and is presently working as …………………………(Name of the post) in pay level ……… (as per 7th CPC)
2. Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
3. The application of Dr./ Sh. / Smt. / Ms. ……………………………………… is recommended. In case of his/ her selection, the Department / organization will relieve him/ her.
4. Copies of ACRs / APARs for the last five years are also enclosed. (if applying on Deputation (ISTC) basis).
5. Statement showing major and/or minor penalties, if any, imposed during the last ten years are also enclosed.

|  |  |
| --- | --- |
| Place: | Signature of the Head of the |
|  | Organization/Office with Office Seal |
| Date: |  |