***Annexure-A***

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| **APPLICATION** for **TRANSFER** to the **VACANT POST** of ................................ under **ICAR-RCER, PATNA** |
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| **1.** | Name of the vacant **Post** (*under* ***ICAR-RCER, Patna***), *against which the* ***Transfer*** *is sought*[Please **tick** (**√**) the post sought by you] | **:** | (i) **Assistant**(ii) **Stenographer** (**Grade-III**)(iii) **Lower Division Clerk** (**LDC**)(iv) **Skilled Supporting Staff** (**SSS**) |  | **Recent** **Passport-size Colour Photograph** (**Self-Attested**) |
| **2.** | Name of the **Employee** (in **BLOCK** letters) | **:** | Mr./Ms. ............. |
| **3.** | Aadhar No. of the Employee | **:** |  |
| **4.** | Category to which you belong (Please **√**) |  | SC/ST/OBC/General |
| **5.** | Category, under which you were actually appointed (Please **√** and **enclose Certificate**) | **:** | SC/ST/OBC/UR |
| **6.** | Name of the **Post** substantively held in parent department/office | **:** |  |
| **7.** | **Pay-Level** (or Pay-Band + Grade Pay) of the Post held in parent department | **:** |  |
| **8.** | **Name of the Service/Cadre** | **:** |  |
| **9.** | Are you in Central/State Government or Central/State Autonomous Body/P.S.U.? | **:** | Central/State Government or Central/State Autonomous Body/P.S.U. (Please **√**) |
| **10.** | Name and Address of the **parent department/office**, where employed | **:** |  |
| **11.** | Pension Scheme applicable to you | **:** | Old Pension Scheme/New Pension Scheme (Please **√**) |
| **12.** | Date of **Birth** (in Christian era) | **:** |  |
| **13.** | Date of **Entry into Service** | **:** |  |
| **14.** | Date of **Confirmation in Service** | **:** |  |
| **15.** | Date of **Retirement**  | **:** |  |
|  | Name of Post | Essential Qualifications\* |  | **Educational & Professional Qualifications** of **Applicant** |
| Assistant | **Graduate & ability to work on Computer** |  Qualification | Board/Univ. | Year  | Subjects | Marks (%) |
| Matric (10th) |  |  |  |  |
| Stenographer (Grade-III) | **12th Pass** & **Shorthand in English/Hindi @80 w.p.m.** |
| 12th (Intermediate) |  |  |  |  |
| Lower Division Clerk (LDC) | **12th Pass** & **Computer-Typing** in **English @35 w.p.m./ Hindi @30 w.p.m.** |
| Graduate (B.Sc./B.A./ B.Com.) |  |  |  |  |
| Skilled Supporting Staff (SSS) | **10th/ITI pass** | \*\*  |  |  |  |  |
| **\*Please see Qualifications for your own post.** | \*\*Fill in other degree/Professional qualification, if any |
| **16.** | Whether your qualifications match the Essential Educational Qualifications for the post, for which you are applying? | **:** | Yes/No |
| **17.** | Whether you have already qualified at Computer Ability/Shorthand/Typing Test for your post, at the time of entry into service, or after your appointment? | **:** | Yes/No |
| **18.** | Details of your Present & Past Job experience (in chronological order):- |
| **Name of Post** | **Pay-Level or** **Pay-Band+GP** | **Name of Employer** | **Period** | **Nature of Duties** |
| **From** | **To** |
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| **19.** | **Undertaking**:- **I undertake:**1. That I have carefully gone through the Vacancy Circular/Advertisement and I am well aware that the information furnished in my Application, duly supported by the documents in respect of Essential Qualifications/Work Experience submitted by me, will also be assessed by the Selection Committee at the time of selection for the post.
2. That the information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.
3. That I would be assigned the **seniority** as per my position in the **Recruitment-Roster** of my **post at ICAR-RCER, Patna**; and,
4. That I would **forfeit my seniority earned in my parent department/office**. Also, my **past service** in the analogous grade in the parent department/office would **not be counted** towards the **Qualifying Service required for future promotion under ICAR-RCER, Patna**.
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| (Signature of the Applicant) |
| Date: | Address: ....................... |
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| **List of Enclosures:** |  |  |  |
| **1.** |
| **2.** |
| **3.** |

**CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information/details provided in the above-submitted Application by the Applicant are true and correct as per the facts available in the records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

**2.** **Also certified that:**

**(i).** There is no Vigilance or disciplinary case pending/contemplated against Mr./Ms. ........ ......

**(ii).** His/Her integrity is certified.

**(iii).** His/Her CR Dossier in original is enclosed. **Or** Photocopies of the ACRs for the last 5 years (ending 2016-17) duly attested by an officer of the rank of Under Secretary of the Govt. of India or above, are enclosed. (As the case may be).

**(iv).** No major/minor penalty has been imposed on him/her during the last 10 years. **Or** A list of major/minor penalties imposed on him/her during the last 10 years, is enclosed. (As the case may be)

**Countersigned**

**(.......................)**

**(Employer/Cadre Controlling Authority with seal)**

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| **Date: ..............*****Annexure-B*****APPLICATION** for **DEPUTATION** to the **VACANT POST** of ................................ under **ICAR-RCER, PATNA** |
|  |
| **1.** | Name of the vacant **Post**, *against which the* ***Deputation*** *is sought* [Please **tick** (**√**)] | **:** | (i) **Personal** **Assistant (PA)**(ii) **Private Secretary** (**PS**) |  | **Recent** **Passport-size Colour Photograph** (**Self-Attested**) |
| **2.** | Name of the **Employee** (in **BLOCK** letters) | **:** | Mr./Ms. ............. |
| **3.** | Aadhar No. of the Employee | **:** |  |
| **4.** | Category to which you belong (Please **√**) |  | SC/ST/OBC/General |
| **5.** | Category, under which you were actually appointed (Please **√** and **enclose Certificate**) | **:** | SC/ST/OBC/UR |
| **6.** | Name of the **Post** substantively held in parent department/office | **:** |  |
| **7.** | **Pay-Level** (or Pay-Band + Grade Pay) of the Post held in parent department | **:** |  |
| **8.** | **Name of the Service/Cadre** | **:** |  |
| **9.** | Are you in Central/State Government or Central/State Autonomous Body/P.S.U.? | **:** | Central/State Government or Central/State Autonomous Body/P.S.U. (Please **√**) |
| **10.** | Name and Address of the **parent department/office**, where employed | **:** |  |
| **11.** | Pension Scheme applicable to you | **:** | Old Pension Scheme/New Pension Scheme (Please **√**) |
| **12.** | Date of **Birth** (in Christian era) | **:** |  |
| **13.** | Date of **Entry into Service** | **:** |  |
| **14.** | Date of **Confirmation in Service** | **:** |  |
| **15.** | Date of **Retirement**  | **:** |  |
|  | Name of Post | Essential Qualifications\* |  | **Educational & Professional Qualifications** of **Applicant** |
| Assistant | **Graduate & ability to work on Computer** |  Qualification | Board/Univ. | Year  | Subjects | Marks (%) |
| Matric (10th) |  |  |  |  |
| Stenographer (Grade-III) | **12th Pass** & **Shorthand in English/Hindi @80 w.p.m.** |
| 12th (Intermediate) |  |  |  |  |
| Lower Division Clerk (LDC) | **12th Pass** & **Computer-Typing** in **English @35 w.p.m./ Hindi @30 w.p.m.** |
| Graduate (B.Sc./B.A./ B.Com.) |  |  |  |  |
| Skilled Supporting Staff (SSS) | **10th/ITI pass** | \*\*  |  |  |  |  |
| **\*Please see Qualifications for your own post.** | \*\*Fill in other degree/Professional qualification, if any |
| **16.** | Whether your qualifications match the Essential Educational Qualifications for the post, for which you are applying? | **:** | Yes/No |
| **17.** | Whether you have already qualified at Computer Ability/Shorthand/Typing Test for your post, at the time of entry into service, or after your appointment? | **:** | Yes/No |
| **18.** | Details of your Present & Past Job experience (in chronological order):- |
| **Name of Post** | **Pay-Level or** **Pay-Band+GP** | **Name of Employer** | **Period** | **Nature of Duties** |
| **From** | **To** |
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| **19.** | **Undertaking**: **I** **undertake:**1. That I have carefully gone through the Vacancy Circular/Advertisement and I am well aware that the information furnished in my Application, duly supported by the documents in respect of Essential Qualifications/Work Experience submitted by me, will also be assessed by the Selection Committee at the time of selection for the post; and,
2. That the information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.
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|  | (Signature of the Applicant) |
| Date: | Address: ....................... |
|  |  |
|  |  |
| **List of Enclosures:** |
| **1.** |
| **2.** |
| **3.** |

**CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information/details provided in the above-submitted Application by the Applicant are true and correct as per the facts available in the records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

**2.** **Also certified that:**

**(i).** There is no Vigilance or disciplinary case pending/contemplated against Mr./Ms. ........ ......

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**(iv).** No major/minor penalty has been imposed on him/her during the last 10 years. **Or** A list of major/minor penalties imposed on him/her during the last 10 years, is enclosed. (As the case may be)

**Countersigned**

**(.......................)**

**(Employer/Cadre Controlling Authority with seal)**

**Date: ..............**