***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: ....................... | |
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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)**

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