

APPLICATION FORMAT**Post Applied for:**

1. Name:

2. Present Designation:

3. Full Office Address:

.....

4. Name, Address and Designation
Head of Administration of the office

5. Residential Address

6. Telephone/Mobile No.:

7. E-mail ID:

8. Date of Birth (DD-MM-YYYY):

9. Date of joining service:

10. Date of retirement (As per existing rules of the employer):

11. Educational Qualification
(Photocopies of relevant certificates are to be attached)12. Whether educational and other qualifications required for the post are satisfied (If any
qualification been treated as equivalent to the one prescribed in the rules, state the authority
for the same)Self attested
recent Photograph

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Minimum Qualification	1. 2. 3.	
Additional Qualification	1. 2. 3.	

13. Details of employment, in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Instt. / Organ.	Post held	From	To	Scale of pay and basic pay (pay band with Grade Pay)	Nature of duties

14. Nature of present employment, i.e. adhoc or temporary or permanent or on deputation basis.

15. In case the present employment is held on deputation basis, please state

- a. The date of initial appointment
- b. Period of appointment on deputation
- b. Name of the parent office/ Organization which you belong
.....

16. Additional details about present employment, please state whether working under

- a. Central Government
- b. State Government
- c. PSU of Power Sector
- d. Electricity Regulatory Commission
- e. Others (Please Specify)

17. Total emoluments per month now drawn

- a. Basis Pay
- b. Grade Pay
- c. DA@ %
- d. HRA
- e. TA
- f. Any other allowance

18. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)

19. Remarks (if any)

DECLARATION

I solemnly declare that the information submitted by me as above are correct and truthful the best of my knowledge. I take full responsibility for their accuracy.

(Signature of the candidate)

Date:

Place:

CERTIFICATE BY THE EMPLOYER

- (a) The date of birth, qualifications, experience and other details furnished by Shri/Smt..... indicated at Sl. No. 1 to 19 in application have been verified and found as per service records of the officer/employee.
- (b) The integrity of Shri /Smt. is beyond doubt.
- (c) No vigilance or disciplinary case is either pending or contemplated against the officer / employee concerned.
- (d) CSERC will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer / employee after his/her application is forwarded.
- (e) Up-to date ACR/APAR dossier of the concerned officer for the past five years is enclosed herewith, or will be forwarded within the due date.

(Signature of the employer)