# The National Academy of Sciences, India

5, Lajpatrai Road, Prayagraj – 211 002

## APPLICATION FORM FOR THE POST OF ACCOUNTS OFFICER

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| **(For office use only) Eligible:** (Yes / No)  If not Eligible, reason thereof: ………………………………………………………………………………..  ……………………………………………………………………………………………………………………………..  **(Signatures of Screening Committee Members)** | | | | | | | |  | | | |
|  | *Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.* | |  |
| **1** | **Name**  **(In Capital Letters)** | **First Name** | | | **Middle Name** | | **Surname** | | | | |
|  | | |  | |  | | | | |
| **2** | **Date of birth** | **Day** | **Month** | **Year** | **Age as on the last date of advertisement** | | **Years** | | | **Months** | |
|  |  |  |  | | |  | |
| **3** | **Place of birth** | ***City/Village*** | | | ***State*** | | ***Country*** | | | | |
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| **4** | **Mother's Name** |  | | | | | | | | | |
| **5** | **Father's Name** |  | | | | | | | | | |
| **6** | **Address** | **Correspondence** | | | | **Permanent** | | | | | |
| **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | | |
| **7** | **Nationality** |  | | | | | | | | | |
| **8** | **Sex** | Male/ Female/Transgender: | | | | | | | | | |

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| **9** | **Category** | Unreserved |
| **10** | **Marital status** | Married/Unmarried/Divorced: If married, name of spouse \_ |

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| **11. Educational Qualifications** *(Attach additional pages, if required)* | | | | | | | | | | | | | | |
|  | | **Name of course** | **Name of the Board/ University** | | **Year passed** | | **Division** | **CGPA**  **(if grading is applicable)** | | **% of Marks (pl. indicate equivalent to CGPA also)** | | | **Subjects studied** | **Sl. No. of proof of enclosure** |
| *(a)* | *(b)* | | *(c)* | | *(d)* | *(e)* | | *(f)* | | | *(g)* | *(h)* |
| *10th Class/ equivalent* | |  |  | |  | |  |  | |  | | |  |  |
| *10+2/Higher Secondary/ equivalent* | |  |  | |  | |  |  | |  | | |  |  |
| *Bachelor's degree* | |  |  | |  | |  |  | |  | | |  |  |
| *Master's degree* | |  |  | |  | |  |  | |  | | |  |  |
| *Any other exams passed* | | | **Name of Course/Subject** | | | | | | **Year** | | | **Subject studied** | | **Sl. No. of Proof of enclosure** |
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| **12. Chronological list of Experience** *(starting from current position/ employment)* | | | | | | | | | | | | | | |
| **Designation** | **Name & address of employer** | | | **Period of Experience** | | | | | | | **Nature of work/ duties** | | | **Sl. No. of proof of enclosure** |
| **From** | | **To** | | **Pay level as per 7th CPC and Basic pay drawn** | | |
| *(a)* | *(b)* | | | *(c)* | | *(d)* | | *(e)* | | | *(f)* | | | *(g)* |
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\* (Add separate sheet if required, to be annexed at relevant S. No.)

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| **13. Nature of Experience** | | |
|  | **Duration and Details of duties performed** | **Sl. No. of proof of enclosure** |
| **a) Cash and Accounts** |  |  |
| **b) Administrative** |  |  |
| **c) Other experience, if any** |  |  |
| **Total Experience** |  |  |

\* (Add a separate sheet if required, to be annexed at relevant S.No.)

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| **14. Details of the training programme attended** | | | |
| **Name of the Programme** | **Year** | **Duration of the training** | **Organizing Institution** |
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1. Have you ever been punished during your studies at College/University? (Yes/No) :
2. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
3. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :
4. Do you have any case of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
5. Do you have any case pending against you in any court of law? (Yes/No) :

### Any other information/qualification relevant to the post applied for:

\*Name as signed (in BLOCK LETTERS)

**Date:**

*\*Application not signed by the candidate is liable to be rejected*

Signature of the Applicant

I, son/daughter of \_hereby declare that all the statements and entries made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment may be cancelled by the Academy.

I have never been convicted or contemplated for any unlawful activity.

**21. Declaration**

**22. Endorsement by the EMPLOYER** (for In-Service Applicants)

**Certificate of Verification by the Employer**

* 1. The entries made in application of Dr./ Sh./ Smt./ Km ........................................................................................................

for the post of Accounts Officer has been duly verified from the records and is found correct.

* 1. There is no vigilance/disciplinary/criminal case pending against him/her. (Yes/No) If Yes, please give details……………………………………………………………………………………
  2. Whether any Minor/Major penalties under CCS (CCA) rules, 1965 have been imposed during the last ten years on him / her – (Yes / No)

If yes, please give details……………………………………………………………………………………

* 1. Certified that the work and conduct (overall assessment) of Dr./Sh./Smt./Km is

above/or good (as graded in ACR/APAR)during the last five years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year → |  |  |  |  |  |
| Grading/Rating by Reporting Officer → |  |  |  |  |  |
| Grading/Rating by Reviewing Officer → |  |  |  |  |  |

Signature: Name:

Designation with office seal

Office Seal Date:

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In service candidate should get the above endorsement signed by his/her present forwarding authority.

### Please tick the enclosures attached:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Check List** | **Sl. No. of enclosure** | **No. of Sheets** |
| **1.** | Proof for Date of Birth |  |  |
| **2.** | Matric/Secondary/High School (10th Class) Marks Sheet |  |  |
| **3.** | Matric/Secondary/High School (10th Class) Certificate |  |  |
| **4.** | Sr. Secondary/Intermediate (12thClass) Marks Sheet |  |  |
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| **6.** | Bachelor's qualification Final Year Marks Sheet |  |  |
| **7.** | Bachelors' Degree |  |  |
| **8.** | Master's qualification Final Year Marks Sheet |  |  |
| **9.** | Master's Degree |  |  |
| **10.** | Any other Qualification |  |  |
| **11.** | Caste Certificate issued by the Competent Authority |  |  |
| **12.** | Experience Certificate(s) from previous employer(s) |  |  |
| **13.** | Endorsement from the present employer |  |  |
| **14.** | Any other |  |  |

Total number of sheets enclosed\_\_\_\_\_\_\_\_\_\_\_\_(please give sequential number to each sheet and signature with date).

# The National Academy of Sciences, India

5, Lajpatrai Road, Prayagraj – 211 002

## APPLICATION FORM FOR THE POST OF COMPUTER PROGRAMMER

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| **(For office use only) Eligible:** (Yes / No)  If not Eligible, reason thereof: ………………………………………………………………………………..  ……………………………………………………………………………………………………………………………..  **(Signatures of Screening Committee Members)** | | | | | | | |  | | | |
|  | *Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.* | |  |
| **1** | **Name**  **(In Capital Letters)** | **First Name** | | | **Middle Name** | | **Surname** | | | | |
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|  | | |  | |  | | | | |
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| **6** | **Address** | **Correspondence** | | | | **Permanent** | | | | | |
| **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | | |
| **7** | **Nationality** |  | | | | | | | | | |
| **8** | **Sex** | Male/ Female/Transgender: | | | | | | | | | |

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| **9** | **Category** | Unreserved |
| **10** | **Marital status** | Married/Unmarried/Divorced: If married, name of spouse \_ |

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| **11. Educational Qualifications** *(Attach additional pages, if required)* | | | | | | | | | | | | | | |
|  | | **Name of course** | **Name of the Board/ University** | | **Year passed** | | **Division** | **CGPA**  **(if grading is applicable)** | | **% of Marks (pl. indicate equivalent to CGPA also)** | | **Subjects studied** | | **Sl. No. of proof of enclosure** |
| *(a)* | *(b)* | | *(c)* | | *(d)* | *(e)* | | *(f)* | | *(g)* | | *(h)* |
| *10th Class/ equivalent* | |  |  | |  | |  |  | |  | |  | |  |
| *10+2/Higher Secondary/ equivalent* | |  |  | |  | |  |  | |  | |  | |  |
| *Bachelor's degree* | |  |  | |  | |  |  | |  | |  | |  |
| *Master's degree* | |  |  | |  | |  |  | |  | |  | |  |
| *Any other exams passed* | | | **Name of Course/Subject** | | | | | | **Year** | | | | **Subject Studied** | **Sl. No. of Proof of enclosure** |
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\* (Add separate sheet if required, to be annexed at relevant S. No.)

1. Have you ever been punished during your studies at College/University? (Yes/No) :
2. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
3. Were you at any time declared medically unfit or asked to submit your resignation, or discharged or dismissed? (Yes/No) :
4. Do you have any cases of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
5. Do you have any case pending against you in any court of law? (Yes/No) :

### 14. Any other information/qualification relevant to the post applied for:

**19. Declaration**

I, son/daughter of \_hereby declare that all the statements and entries made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment may be cancelled by the Academy.

I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

\*Name as signed (in BLOCK LETTERS)

### Date:

*\*Application not signed by the candidate is liable to be rejected*

**20. Endorsement by the EMPLOYER** (for In-Service Applicants)

**Certificate of Verification by the Employer**

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for the post of Computer Programmer have been duly verified from the records and are found correct.

1. There is no vigilance/disciplinary/criminal case pending against him/her. (Yes/No) If Yes, please give details……………………………………………………………………………………
2. Whether any Minor/Major penalties under CCS (CCA) rules, 1965, have been imposed during the last ten years on him / her – (Yes / No)

If yes, please give details……………………………………………………………………………………

1. Certified that the work and conduct (overall assessment) of Sh./Smt./Km is

above /or good (as graded in ACR/APAR) during the last five years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year → |  |  |  |  |  |
| Grading/Rating by Reporting Officer → |  |  |  |  |  |
| Grading/Rating by Reviewing Officer → |  |  |  |  |  |

Signature: Name:

Designation with office seal

Office Seal Date:

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In service candidate should get the above endorsement signed by his/her present forwarding authority.

### Please tick the enclosures attached:

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| **Sl.** | **Check List** | **Sl. No. of enclosure** | **No. of Sheets** |
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| **14.** | Any other |  |  |

Total number of sheets enclosed\_\_\_\_\_\_\_\_\_\_\_ (please give the sequential number to each sheet and signature with date).

# The National Academy of Sciences, India

5, Lajpatrai Road, Prayagraj – 211 002

## APPLICATION FORM FOR THE POST OF COMPUTER OPERATOR

**(ON DEPUTATION)**

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| **(For office use only) Eligible:** (Yes / No)  If not Eligible, reason thereof: ………………………………………………………………………………..  ……………………………………………………………………………………………………………………………..  **(Signatures of Screening Committee Members)** | | | | | | | |  | *Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.* | |  |
|  | | | |
| **1** | **Name**  **(In Capital Letters)** | **First Name** | | | **Middle Name** | | **Surname** | | | | |
|  | | |  | |  | | | | |
| **2** | **Date of birth** | **Day** | **Month** | **Year** | **Age as on the last date of**  **advertisement** | | **Years** | | | **Months** | |
|  |  |  |  | | |  | |
| **3** | **Place of birth** | ***City/Village*** | | | ***State*** | | ***Country*** | | | | |
|  | | |  | |  | | | | |
| **4** | **Mother's Name** |  | | | | | | | | | |
| **5** | **Father's Name** |  | | | | | | | | | |
| **6** | **Address** | **Correspondence** | | | | **Permanent** | | | | | |
| **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | | |
| **7** | **Nationality** |  | | | | | | | | | |
| **8** | **Sex** | Male/ Female/Transgender: | | | | | | | | | |

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| **9** | **Category** | Unreserved |
| **10** | **Marital status** | Married/Unmarried/Divorced: If married, name of spouse \_ |

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| *(a)* | *(b)* | | *(c)* | | *(d)* | *(e)* | | *(f)* | | *(g)* | | *(h)* |
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| *Bachelor's degree* | |  |  | |  | |  |  | |  | |  | |  |
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\*Name as signed (in BLOCK LETTERS)

### Date:

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Signature: Name:

Designation with office seal

Office Seal Date:

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In service candidate should get the above endorsement signed by his/her present forwarding authority.

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| **Sl.** | **Check List** | **Sl. No. of enclosure** | **No. of Sheets** |
| **1.** | Proof for Date of Birth |  |  |
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Total number of sheets enclosed (please give the sequential number to each sheet and signature with date).

# The National Academy of Sciences, India

5, Lajpatrai Road, Prayagraj – 211 002

## APPLICATION FORM FOR THE POST OF STENO-TYPIST

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| **(For office use only) Eligible:** (Yes / No)  If not Eligible, reason thereof: ………………………………………………………………………………..  ……………………………………………………………………………………………………………………………..  **(Signatures of Screening Committee Members)** | | | | | | | |  | | | |
|  | *Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.* | |  |
| **1** | **Name**  **(In Capital Letters)** | **First Name** | | | **Middle Name** | | **Surname** | | | | |
|  | | |  | |  | | | | |
| **2** | **Date of birth** | **Day** | **Month** | **Year** | **Age as on the last**  **dateof advertisement** | | **Years** | | | **Months** | |
|  |  |  |  | | |  | |
| **3** | **Place of birth** | ***City/Village*** | | | ***State*** | | ***Country*** | | | | |
|  | | |  | |  | | | | |
| **4** | **Mother's Name** |  | | | | | | | | | |
| **5** | **Father's Name** |  | | | | | | | | | |
| **6** | **Address** | **Correspondence** | | | | **Permanent** | | | | | |
| **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | | |
| **7** | **Nationality** |  | | | | | | | | | |
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| **9** | **Category** | Unreserved |
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| *(a)* | *(b)* | | *(c)* | | *(d)* | *(e)* | | *(f)* | | *(g)* | | *(h)* |
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| *10+2/Higher Secondary/ equivalent* | |  |  | |  | |  |  | |  | |  | |  |
| *Bachelor's degree* | |  |  | |  | |  |  | |  | |  | |  |
| *Master's degree* | |  |  | |  | |  |  | |  | |  | |  |
| *Any other exams passed* | | | **Name of Course/Subject** | | | | | | **Year** | | | | **Subject Studied** | **Sl. No. of Proof of enclosure** |
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|  | | | | | |  | | | |  |  |
| **12. Chronological list of Experience** *(starting from current position/ employment)* | | | | | | | | | | | | | | |
| **Designation** | **Name & address of employer** | | | **Period of Experience** | | | | | | | **Nature of work/ duties** | | | **Sl. No. of proof of enclosure** |
| **From** | | **To** | | **Pay level as per 7th CPC and Basic pay drawn** | | |
| *(a)* | *(b)* | | | *(c)* | | *(d)* | | *(e)* | | | *(f)* | | | *(g)* |
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\* (Add separate sheet if required, to be annexed at relevant S. No.)

1. Have you ever been punished during your studies at College/University? (Yes/No) :
2. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
3. Were you at any time declared medically unfit or asked to submit your resignation, or discharged or dismissed? (Yes/No) :
4. Do you have any cases of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
5. Do you have any case pending against you in any court of law? (Yes/No) :

### 14. Any other information/qualification relevant to the post applied for:

**19. Declaration**

I, son/daughter of \_hereby declare that all the statements and entries made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment may be cancelled by the Academy.

I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

\*Name as signed (in BLOCK LETTERS)

### Date:

*\*Application not signed by the candidate is liable to be rejected*

**20. Endorsement by the EMPLOYER** (for In-Service Applicants)

**Certificate of Verification by the Employer**

1. The entries made in application of Dr. / Sh. / Smt. / Km. ........................................................................................................

for the post of Computer Programmer have been duly verified from the records and are found correct.

1. There is no vigilance/disciplinary/criminal case pending against him/her. (Yes/No) If Yes, please give details……………………………………………………………………………………
2. Whether any Minor/Major penalties under CCS (CCA) rules, 1965, have been imposed during the last ten years on him / her – (Yes / No)

If yes, please give details……………………………………………………………………………………

1. Certified that the work and conduct (overall assessment) of Sh/Smt./Km is

above /or good (as graded in ACR/APAR) during the last five years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year → |  |  |  |  |  |
| Grading/Rating by Reporting Officer → |  |  |  |  |  |
| Grading/Rating by Reviewing Officer → |  |  |  |  |  |

Signature: Name:

Designation with office seal

Office Seal Date:

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In service candidate should get the above endorsement signed by his/her present forwarding authority.

### Please tick the enclosures attached:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Check List** | **Sl. No. of enclosure** | **No. of Sheets** |
| **1.** | Proof for Date of Birth |  |  |
| **2.** | Matric/Secondary/High School (10th Class) Marks Sheet |  |  |
| **3.** | Matric/Secondary/High School (10th Class) Certificate |  |  |
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| **6.** | Bachelor's Qualification Final Year Marks Sheet |  |  |
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| **8.** | Master's Qualification Final Year Marks Sheet |  |  |
| **9.** | Master's Degree |  |  |
| **10.** | Any other Qualification |  |  |
| **11.** | Caste Certificate issued by the Competent Authority |  |  |
| **12.** | Experience Certificate(s) from previous employer(s) |  |  |
| **13.** | Endorsement from the present employer |  |  |
| **14.** | Any other |  |  |

Total number of sheets enclosed (please give the sequential number to each sheet and signature with date).

# The National Academy of Sciences, India

5, Lajpatrai Road, Prayagraj – 211 002

## APPLICATION FORM FOR THE POST OF OFFICE ASSISTANT (UDC)

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **(For office use only) Eligible:** (Yes / No)  If not Eligible, reason thereof: ………………………………………………………………………………..  ……………………………………………………………………………………………………………………………..  **(Signatures of Screening Committee Members)** | | | | | | | |  | | | |
|  | *Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.* | |  |
| **1** | **Name**  **(In Capital Letters)** | **First Name** | | | **Middle Name** | | **Surname** | | | | |
|  | | |  | |  | | | | |
| **2** | **Date of birth** | **Day** | **Month** | **Year** | **Age as on the last**  **dateof advertisement** | | **Years** | | | **Months** | |
|  |  |  |  | | |  | |
| **3** | **Place of birth** | ***City/Village*** | | | ***State*** | | ***Country*** | | | | |
|  | | |  | |  | | | | |
| **4** | **Mother's Name** |  | | | | | | | | | |
| **5** | **Father's Name** |  | | | | | | | | | |
| **6** | **Address** | **Correspondence** | | | | **Permanent** | | | | | |
| **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | | |
| **7** | **Nationality** |  | | | | | | | | | |
| **8** | **Sex** | Male/ Female/Transgender: | | | | | | | | | |

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| **9** | **Category** | Unreserved |
| **10** | **Marital status** | Married/Unmarried/Divorced: If married, name of spouse \_ |

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| **11. Educational Qualifications** *(Attach additional pages, if required)* | | | | | | | | | | | | | | |
|  | | **Name of course** | **Name of the Board/ University** | | **Year passed** | | **Division** | **CGPA**  **(if grading is applicable)** | | **% of Marks (pl. indicate equivalent to CGPA also)** | | **Subjects studied** | | **Sl. No. of proof of enclosure** |
| *(a)* | *(b)* | | *(c)* | | *(d)* | *(e)* | | *(f)* | | *(g)* | | *(h)* |
| *10th Class/ equivalent* | |  |  | |  | |  |  | |  | |  | |  |
| *10+2/Higher Secondary/ equivalent* | |  |  | |  | |  |  | |  | |  | |  |
| *Bachelor's degree* | |  |  | |  | |  |  | |  | |  | |  |
| *Master's degree* | |  |  | |  | |  |  | |  | |  | |  |
| *Any other exams passed* | | | **Name of Course/Subject** | | | | | | **Year** | | | | **Subject Studied** | **Sl. No. of Proof of enclosure** |
|  | | | | | |  | | | |  |  |
|  | | | | | |  | | | |  |  |
| **12. Chronological list of Experience** *(starting from current position/ employment)* | | | | | | | | | | | | | | |
| **Designation** | **Name & address of employer** | | | **Period of Experience** | | | | | | | **Nature of work/ duties** | | | **Sl. No. of proof of enclosure** |
| **From** | | **To** | | **Pay level as per 7th CPC and Basic pay drawn** | | |
| *(a)* | *(b)* | | | *(c)* | | *(d)* | | *(e)* | | | *(f)* | | | *(g)* |
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\* (Add separate sheet if required, to be annexed at relevant S. No.)

1. Have you ever been punished during your studies at College/University? (Yes/No) :
2. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
3. Were you at any time declared medically unfit or asked to submit your resignation, or discharged or dismissed? (Yes/No) :
4. Do you have any cases of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
5. Do you have any case pending against you in any court of law? (Yes/No) :

### 14. Any other information/qualification relevant to the post applied for:

**19. Declaration**

I, son/daughter of \_hereby declare that all the statements and entries made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment may be cancelled by the Academy.

I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

\*Name as signed (in BLOCK LETTERS)

### Date:

*\*Application not signed by the candidate is liable to be rejected*

**20. Endorsement by the EMPLOYER** (for In-Service Applicants)

**Certificate of Verification by the Employer**

1. The entries made in application of Dr./ Sh./ Smt./ Km. ........................................................................................................

for the post of Computer Programmer have been duly verified from the records and are found correct.

1. There is no vigilance/disciplinary/criminal case pending against him/her. (Yes/No) If Yes, please give details……………………………………………………………………………………
2. Whether any Minor/Major penalties under CCS (CCA) rules, 1965, have been imposed during the last ten years on him / her – (Yes / No)

If yes, please give details……………………………………………………………………………………

1. Certified that the work and conduct (overall assessment) of Sh./Smt./Km is

above /or good (as graded in ACR/APAR) during the last five years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year → |  |  |  |  |  |
| Grading/Rating by Reporting Officer → |  |  |  |  |  |
| Grading/Rating by Reviewing Officer → |  |  |  |  |  |

Signature: Name:

Designation with office seal

Office Seal Date:

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In service candidate should get the above endorsement signed by his/her present forwarding authority.

### Please tick the enclosures attached:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Check List** | **Sl. No. of enclosure** | **No. of Sheets** |
| **1.** | Proof for Date of Birth |  |  |
| **2.** | Matric/Secondary/High School (10th Class) Marks Sheet |  |  |
| **3.** | Matric/Secondary/High School (10th Class) Certificate |  |  |
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| **12.** | Experience Certificate(s) from previous employer(s) |  |  |
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| **14.** | Any other |  |  |

Total number of sheets enclosed (please give the sequential number to each sheet and signature with date).

# The National Academy of Sciences, India

5, Lajpatrai Road, Prayagraj – 211 002

## APPLICATION FORM FOR THE POST OF MULTI-TASKING STAFF (MTS)

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **(For office use only) Eligible:** (Yes / No)  If not Eligible, reason thereof: ………………………………………………………………………………..  ……………………………………………………………………………………………………………………………..  **(Signatures of Screening Committee Members)** | | | | | | | |  | | | |
|  | *Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.* | |  |
| **1** | **Name**  **(In Capital Letters)** | **First Name** | | | **Middle Name** | | **Surname** | | | | |
|  | | |  | |  | | | | |
| **2** | **Date of birth** | **Day** | **Month** | **Year** | **Age as on the last**  **Date of advertisement** | | **Years** | | | **Months** | |
|  |  |  |  | | |  | |
| **3** | **Place of birth** | ***City/Village*** | | | ***State*** | | ***Country*** | | | | |
|  | | |  | |  | | | | |
| **4** | **Mother's Name** |  | | | | | | | | | |
| **5** | **Father's Name** |  | | | | | | | | | |
| **6** | **Address** | **Correspondence** | | | | **Permanent** | | | | | |
| **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | | |
| **7** | **Nationality** |  | | | | | | | | | |
| **8** | **Sex** | Male/ Female/Transgender: | | | | | | | | | |

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| --- | --- | --- |
| **9** | **Category** | Unreserved |
| **10** | **Marital status** | Married/Unmarried/Divorced: If married, name of spouse \_ |

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| **11. Educational Qualifications** *(Attach additional pages, if required)* | | | | | | | | | | | | | | |
|  | | **Name of course** | **Name of the Board/ University** | | **Year passed** | | **Division** | **CGPA**  **(if grading is applicable)** | | **% of Marks (pl. indicate equivalent to CGPA also)** | | **Subjects studied** | | **Sl. No. of proof of enclosure** |
| *(a)* | *(b)* | | *(c)* | | *(d)* | *(e)* | | *(f)* | | *(g)* | | *(h)* |
| *10th Class/ equivalent* | |  |  | |  | |  |  | |  | |  | |  |
| *10+2/Higher Secondary/ equivalent* | |  |  | |  | |  |  | |  | |  | |  |
| *Bachelor's degree* | |  |  | |  | |  |  | |  | |  | |  |
| *Master's degree* | |  |  | |  | |  |  | |  | |  | |  |
| *Any other exams passed* | | | **Name of Course/Subject** | | | | | | **Year** | | | | **Subject Studied** | **Sl. No. of Proof of enclosure** |
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|  | | | | | |  | | | |  |  |
| **12. Chronological list of Experience** *(starting from current position/ employment)* | | | | | | | | | | | | | | |
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| **From** | | **To** | | **Pay level as per 7th CPC and Basic pay drawn** | | |
| *(a)* | *(b)* | | | *(c)* | | *(d)* | | *(e)* | | | *(f)* | | | *(g)* |
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Signature of the Applicant

\*Name as signed (in BLOCK LETTERS)

### Date:

*\*Application not signed by the candidate is liable to be rejected*

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2. Whether any Minor/Major penalties under CCS (CCA) rules, 1965, have been imposed during the last ten years on him / her – (Yes / No)

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1. Certified that the work and conduct (overall assessment) of Sh./Smt./Km is

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Signature: Name:

Designation with office seal

Office Seal Date:

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In service candidate should get the above endorsement signed by his/her present forwarding authority.

### Please tick the enclosures attached:

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| **11.** | Endorsement from the present employer |  |  |
| **12.** | Any other |  |  |

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