

## **Notice of Addendum**

# **The National Academy of Sciences, India (NASI)**

(A Scientific Professional Body under the Department of Science & Technology, Govt of India, New Delhi)  
5, Lajpat Rai Road, Prayagraj-211002

### **VACANCY ADVERTISEMENT**

The National Academy of Sciences, India (NASI) invites applications from the eligible Indian nationals for filling up the following regular posts by direct recruitment/deputation as under:

Name of the Post	No of the Post	Scale of Pay (as per 7 <sup>th</sup> CPC)	Age Limit
<b>Accounts Officer</b>	01 (One)	Pay Level-9 (53,100-1,67,800)	Not exceeding 35 Years
<b>Computer Programmer</b>	01 (One)	Pay Level-6 (35,400-1,12,400)	Not exceeding 30 Years
<b>Computer Operator (On Deputation)</b>	01 (One)	Pay Level-6 (35,400-1,12,400)	Not exceeding 56 Years
<b>Steno-Typist</b>	01 (One)	Pay Level-4 (25,500-81,100)	18-27 Years
<b>Office Assistant (UDC)</b>	02 (Two) (01 post reserved for Scheduled Caste candidate)	Pay Level-4 (25,500-81,100)	18-27 Years
<b>Multi-Tasking Staff (MTS)</b>	01 (One)	Pay Level-1 (18,000-56,900)	18-27 Years

Other than the total salary (which includes Pay in the Pay Level, Transport Allowance, Dearness Allowance, HRA and NPS Employer's contribution), LTC, and Children's Education Allowance are also admissible, as per GOI rules as applicable to NASI in force time to time.

Mode of Appointment: On Regular basis (with a Two-Year Probation period)

The candidates shall be eligible for category-wise relaxations, if applicable, as per GOI rules from time to time. Age shall be reckoned as on the closing date of the application i.e., from the publication of the advertisement (June 07, 2025).

<b>Accounts Officer</b>	<b>[01 Post]</b>
Essential Qualification	i. Bachelor's Degree from a recognized university. ii. Minimum 5 (Five) years of experience in Cash, Account, and Budget work in a Govt office/ PSU/ Autonomous Body/ Statutory Body
Desirable Qualification	i. With CA/ACA/MBA (Finance)/M. Com from A Recognized University. ii. At Least <b>5 (Five)</b> Years of Experience in Supervisory Position in Government, Public Sector Undertakings, Autonomous Organizations, Reputed Academic/ Research Institutions. thorough knowledge of Government Rules and Regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification. iii. Training in Cash and accounts work in the Institute of Secretariat Training and Management and experience in cash, accounts and budget work.
Job responsibilities	Overall responsibility, supervision, and monitoring of the Section/ Unit concerned, (b) Implementation and follow-up action on the policy matters of the NASI and (c) Any other task(s) as may be assigned by the Authorities of the NASI from time to time

<b>Computer Programmer</b>	<b>[01 Post]</b>
Essential Qualification	(i) Bachelor's Degree in Computer Applications/ Information Technology/ Computer Science from a Recognized University/Institute. (ii) Proficiency in Computer Knowledge. (iii) One year's experience in relevant areas of Programming/ Information System in a Govt. office/ PSU/ Autonomous Body/ Statutory Body or any recognized Institution.
Desirable Qualification	PG Diploma or certificate Course in Computer Applications/ Programming.
Job responsibilities	Advance level of software development and technical maintenance is required to support and expand the functionalities of the automation work, and good troubleshooting skills. The individual must be capable of working independently, managing complex integrations, and ensuring the application operates smoothly.

<b>Computer Operator (On Deputation-Initially for 2 years)</b>	<b>[01 Post]</b>
Essential Qualification	(i) Bachelor's Degree from a Recognized University/Institute. (ii) Proficiency in Typing. A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer
Desirable Qualification	(i) Diploma in Computer Science from a recognized university OR "O" level certificate approved from DOEACC/ NIELIT Govt of India (ii) PG Diploma or certificate Course in Computer Applications/ Programming.
For Deputation	Holding analogous post OR Having 6 years regular service in level 5 OR Having 10 years regular service in level 4
Job responsibilities	Advance level of System Operation, Monitoring and Data Entry is required to support and expand the functionalities of the automation work, and good troubleshooting skills in hardware and software problems. The individual must be capable of working independently, managing complex integrations, and ensuring the application operates smoothly.

<b>Steno-Typist</b>	<b>[01 Post]</b>
Essential Qualification	i. 12th pass or equivalent from a Recognized Board or University. ii. Proficiency in the operation of computer (word processing and spreadsheets) and Skill test Norms: <ul style="list-style-type: none"> <li>• <b>Dictation-</b> Duration 10 min @ 80 words per minute</li> <li>• <b>Transcription-</b> 50 minutes (English), 65 minutes (Hindi) on Computer only.</li> </ul>
Job responsibilities	Secretarial practices with computer applications. Translation work from English to Hindi and vice-versa of all the official documents to be issued from the Institute under section 3(3) of the O.L. Act 1963. To attend other duties as may be assigned by the superior authority.

<b>Office Assistant (U.D.C.)</b>	<b>[02 Post] (01 post reserved for Scheduled Caste candidate)</b>
Essential Qualification	i. Bachelor's Degree in any discipline from a Recognized University. ii. Proficiency in computer operations.
Job responsibilities	Secretarial practices with computer applications. Diary & dispatch work of incoming and outgoing mail. To handle the estate management/ purchase & import/ accounts & audit/ hospitality/ stores/ recruitment/ legal, R&D, and establishment matters, etc. To attend other duties as may be assigned by the superior authority.

<b>Multi-Tasking Staff (MTS)</b>	<b>[01 Post]</b>
Essential Qualification	Matriculation or Equivalent Pass from a Recognized Board
Job responsibilities	Physical Maintenance of Records of the Section b) Carrying of files and other papers within the building. c) Photocopying, and Other non-clerical work/Office Automation in the Section d) Assisting in routine work like diary, dispatch etc., including on the computer. e) Typing work in Hindi & English f) Delivering of dak (Outside the building) g) Opening & closing, Cleaning/dusting of rooms/furniture/fixtures, and General upkeep etc. Any other work assigned by the superior authority.

#### HOW TO APPLY:

- Interested and eligible candidates should submit dully filled application form (available on Academy's website) along with requisite documents in **hard copy by post or in a single PDF format via email** to [es@nasi.ac.in](mailto:es@nasi.ac.in), clearly mentioning in the subject line **"Application Form for the post of the ....."** on or before the last date positively.  
Note: If the application is submitted via email, the date of email submission will be considered for the deadline; but, submission of the hard copy by post is also mandatory.
- Applications not received through the prescribed process shall be rejected, and no correspondence in this regard will be entertained.
- Persons already in employment should apply **"Through Proper Channel"** only. However, to avoid delay, they may send the advance copy via email in a single PDF file only as mentioned above, and a hard copy of the application through the proper channel should be submitted to the Academy before the last date of application.
- Duly filled-in application form in hard copy should reach the Academy before **7<sup>th</sup> July, 2025 at 5.30** pm at the following address:  
The General Secretary  
The National Academy of Sciences, India  
5, Lajpatrai Road,  
Prayagraj – 211 002
- The candidate whose application through the proper channel does not reach the Academy before the last date must submit NOC from his/her current employer at the time of interview/examination, failing which his/her candidature will not be considered.
- Qualifications/eligibility conditions, age, and other documents will be determined as on the closing date of the application.

## OTHER CONDITIONS:

1. The selected candidates will not take up any other assignment during their service in the Academy.
2. The candidate selected will give an undertaking on joining that while discharging duties and responsibilities, he/she shall not disclose any confidential office matter.

## GENERAL INSTRUCTIONS

1. The Academy reserves the right to:
    - a. Withdraw the advertised post at any time without assigning any reason thereof.
    - b. To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview/examination.
    - c. To conduct qualifying/written tests to further shortlist the candidates where a large number of applications are received; and
    - d. Relax the age/ qualifications/ experience as per the Government of India rules.
  2. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/experience laid down for the post. **No enquiry asking for advice as to eligibility will be entertained.**
- NOTE:** The prescribed essential qualifications are the minimum, and the mere possession of the same does not entitle candidates to be called for the Interview/examination.
3. All the columns of the application form must be filled in.
  4. Incomplete applications will not be considered and will be REJECTED.
  5. Qualifications/eligibility conditions, age, and other documents will be determined with regard to the closing date of the application form.
  6. Any change in the application form will not be entertained after submission.
  7. No interim correspondence shall be entertained.
  8. The list of candidates short-listed for Interview/examination shall be uploaded on the Academy's Website i.e., ([www.nasi.org.in](http://www.nasi.org.in)), and only the short-listed candidates shall be informed on the email ID as provided in the application form.
  9. The selected candidates shall be required to perform duties as per the Rules of the Academy, as amended from time to time. The Academy shall be free to assign any duty as per the exigency of the situation at any time, even during non-working hours/holidays, which the employee shall have to perform without fail to avoid any disciplinary action.
  10. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issue of the appointment letter, the Academy reserves the right to modify/withdraw/cancel any communication made to the candidates.
  11. After joining the service of the Academy, the candidate will have to abide by the Rules & Regulations of the Academy applicable from time to time. He/she may be assigned any duty within the Academy or outside, depending upon the exigency of the work.
  12. Canvassing in any form may lead to cancellation of candidature.
  13. In case of any disputes, any suits or legal proceedings against the Academy shall be restricted to the High Court, Allahabad.
  14. Corrigendum or Addendum, or Cancellation to this advertisement, if any, on the Academy's Website [www.nasi.org.in](http://www.nasi.org.in) only. Applicants shall not be informed individually.
  15. **Fake Institutions:** Candidates who have obtained degrees or certificates for various courses from any institution declared fake by the University Grants Commission, New Delhi, shall not be eligible for being considered for recruitment to the post advertised.
  16. In case of any ambiguity or lack of clarity with regard to any clause or rules, the decision of the Academy shall be final.

17. The following categories of persons shall not be eligible to apply for the post:

- i. Who has been convicted by any Court of Law or any criminal proceedings are pending against him/her;
- ii. Who has entered into or contracted a marriage with a person having a spouse living;
- iii. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that if such marriage is permissible under the personal law applicable to such person and the other party to the marriage, and there are other grounds for doing so, the applicant should submit a copy of the permission granted by the competent authority for this purpose;
- iv. Who is not a citizen of India;
- v. Any other category of person disqualified for appointment by the Central/State Govt. Departments / UTs / Autonomous Organizations / Statutory Bodies etc., from time to time.

**ANY ATTEMPT TO INFLUENCE THE AUTHORITIES BY WAY OF  
RECOMMENDATIONS WILL AB-INITIO DISQUALIFY THE CANDIDATE.**

The General Secretary  
The National Academy of Sciences, India  
5, Lajpatrai Road, Prayagrai – 211 002

# The National Academy of Sciences, India

5, Lajpatrai Road, Prayagraj – 211 002

## APPLICATION FORM FOR THE POST OF ACCOUNTS OFFICER

(For office use only)						<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <i>Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.</i> </div>	
<b>Eligible:</b> .....(Yes / No) If not Eligible, reason thereof: ..... .....							
(Signatures of Screening Committee Members)							
1	<b>Name (In Capital Letters)</b>	<b>First Name</b>			<b>Middle Name</b>	<b>Surname</b>	
2	<b>Date of birth</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Age as on the last date of advertisement</b>	<b>Years</b>	<b>Months</b>
3	<b>Place of birth</b>	<b>City/Village</b>			<b>State</b>	<b>Country</b>	
4	<b>Mother's Name</b>						
5	<b>Father's Name</b>						
6	<b>Address</b>	<b>Correspondence</b>				<b>Permanent</b>	
		<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>				<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>	
7	<b>Nationality</b>						
8	<b>Sex</b>	Male/ Female/Transgender: _____					

9	Category	Unreserved _____
10	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____

**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. indicates 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 7 <sup>th</sup> CPC and Basic pay drawn		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

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

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.)

14. Details of the training programme attended			
Name of the Programme	Year	Duration of the training	Organizing Institution

15. Have you ever been punished during your studies at College/University? (Yes/No) :
16. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
17. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :
18. Do you have any case of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
19. Do you have any case pending against you in any court of law? (Yes/No) :
20. Any other information/qualification relevant to the post applied for:

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## 21. 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*

## 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.
2. There is no vigilance/disciplinary/criminal case pending against him/her. (Yes/No)  
If Yes, please give details.....
3. 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.....
4. 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 (10 <sup>th</sup> Class) Marks Sheet		
3.	Matric/Secondary/High School (10 <sup>th</sup> Class) Certificate		
4.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) Marks Sheet		
5.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) School Certificate		
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

(For office use only)							<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <i>Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.</i> </div>	
<b>Eligible:</b> .....(Yes / No) If not Eligible, reason thereof: ..... .....								
(Signatures of Screening Committee Members)								
1	<b>Name (In Capital Letters)</b>	<b>First Name</b>			<b>Middle Name</b>	<b>Surname</b>		
2	<b>Date of birth</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Age as on the last date of advertisement</b>	<b>Years</b>	<b>Months</b>	
3	<b>Place of birth</b>	<b>City/Village</b>			<b>State</b>	<b>Country</b>		
4	<b>Mother's Name</b>							
5	<b>Father's Name</b>							
6	<b>Address</b>	<b>Correspondence</b>			<b>Permanent</b>			
		<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>			<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>			
7	<b>Nationality</b>							
8	<b>Sex</b>	Male/ Female/Transgender: _____						

9	Category	Unreserved _____
10	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____

**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. indicates 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 7 <sup>th</sup> CPC and Basic pay drawn		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

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

13. Have you ever been punished during your studies at College/University? (Yes/No) :
14. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
15. Were you at any time declared medically unfit or asked to submit your resignation, or discharged or dismissed? (Yes/No) :
16. Do you have any cases of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
17. 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:**

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**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.
2. There is no vigilance/disciplinary/criminal case pending against him/her. (Yes/No)  
If Yes, please give details.....
3. 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.....
4. 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 (10 <sup>th</sup> Class) Marks Sheet		
3.	Matric/Secondary/High School (10 <sup>th</sup> Class) Certificate		
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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 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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<b>Eligible:</b> .....(Yes / No) If not Eligible, reason thereof: ..... .....							
(Signatures of Screening Committee Members)							
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: _____					

9	Category	Unreserved _____
10	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____

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Master's degree								
Any other exams passed	Name of Course/Subject				Year		Subject Studied	Sl. No. of Proof of enclosure

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(a)	(b)	(c)	(d)	(e)	(f)	(g)

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

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14. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
15. Were you at any time declared medically unfit or asked to submit your resignation, or discharged or dismissed? (Yes/No) :
16. Do you have any cases of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
17. 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:**

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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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If Yes, please give details.....
3. 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.....
4. 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. (Copy of the same be attached)

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
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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 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

(For office use only)						<div style="border: 1px solid black; padding: 5px; width: 100%;"> <i>Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.</i> </div>	
<b>Eligible:</b> .....(Yes / No) If not Eligible, reason thereof: ..... .....							
(Signatures of Screening Committee Members)							
1	<b>Name (In Capital Letters)</b>	<b>First Name</b>			<b>Middle Name</b>	<b>Surname</b>	
2	<b>Date of birth</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Age as on the last date of advertisement</b>	<b>Years</b>	<b>Months</b>
3	<b>Place of birth</b>	<b>City/Village</b>			<b>State</b>	<b>Country</b>	
4	<b>Mother's Name</b>						
5	<b>Father's Name</b>						
6	<b>Address</b>	<b>Correspondence</b>				<b>Permanent</b>	
		<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>				<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>	
7	<b>Nationality</b>						
8	<b>Sex</b>	Male/ Female/Transgender: _____					

9	Category	Unreserved _____
10	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____

**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. indicates 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 7 <sup>th</sup> CPC and Basic pay drawn		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

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

13. Have you ever been punished during your studies at College/University? (Yes/No) :
14. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
15. Were you at any time declared medically unfit or asked to submit your resignation, or discharged or dismissed? (Yes/No) :
16. Do you have any cases of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
17. 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:**

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**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.
2. There is no vigilance/disciplinary/criminal case pending against him/her. (Yes/No)  
If Yes, please give details.....
3. 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.....
4. 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:

-----  
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 (10 <sup>th</sup> Class) Marks Sheet		
3.	Matric/Secondary/High School (10 <sup>th</sup> Class) Certificate		
4.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) Marks Sheet		
5.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) School Certificate		
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 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)

(For office use only)						<div style="border: 1px solid black; padding: 5px; width: 100%;"> <i>Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.</i> </div>	
<b>Eligible:</b> .....(Yes / No) <b>If not Eligible, reason thereof:</b> ..... .....							
(Signatures of Screening Committee Members)							
1	<b>Name (In Capital Letters)</b>	<b>First Name</b>			<b>Middle Name</b>	<b>Surname</b>	
2	<b>Date of birth</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Age as on the last date of advertisement</b>	<b>Years</b>	<b>Months</b>
3	<b>Place of birth</b>	<b>City/Village</b>			<b>State</b>	<b>Country</b>	
4	<b>Mother's Name</b>						
5	<b>Father's Name</b>						
6	<b>Address</b>	<b>Correspondence</b>				<b>Permanent</b>	
		<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>				<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>	
7	<b>Nationality</b>						
8	<b>Sex</b>	Male/ Female/Transgender: _____					

9	Category	Unreserved _____
10	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____

**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. indicates 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 7 <sup>th</sup> CPC and Basic pay drawn		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

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

13. Have you ever been punished during your studies at College/University? (Yes/No) :
14. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
15. Were you at any time declared medically unfit or asked to submit your resignation, or discharged or dismissed? (Yes/No) :
16. Do you have any cases of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
17. 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:**

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**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.
2. There is no vigilance/disciplinary/criminal case pending against him/her. (Yes/No)  
If Yes, please give details.....
3. 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.....
4. 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

Date:

Office Seal

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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 (10 <sup>th</sup> Class) Marks Sheet		
3.	Matric/Secondary/High School (10 <sup>th</sup> Class) Certificate		
4.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) Marks Sheet		
5.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) School Certificate		
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 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)

(For office use only)						<div style="border: 1px solid black; padding: 5px; width: 100%;"> <i>Paste your recent passport-size photograph here and sign across the photo so that part of your signature should be on the form.</i> </div>	
<b>Eligible:</b> .....(Yes / No) <b>If not Eligible, reason thereof:</b> ..... .....							
(Signatures of Screening Committee Members)							
1	<b>Name (In Capital Letters)</b>	<b>First Name</b>			<b>Middle Name</b>	<b>Surname</b>	
2	<b>Date of birth</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Age as on the last date of advertisement</b>	<b>Years</b>	<b>Months</b>
3	<b>Place of birth</b>	<b>City/Village</b>			<b>State</b>	<b>Country</b>	
4	<b>Mother's Name</b>						
5	<b>Father's Name</b>						
6	<b>Address</b>	<b>Correspondence</b>			<b>Permanent</b>		
		<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>			<b>City:</b> <b>District:</b> <b>State:</b> <b>Pin Code:</b> <b>Mobile:</b> <b>Email:</b>		
7	<b>Nationality</b>						
8	<b>Sex</b>	Male/ Female/Transgender: _____					



9	Category	Unreserved _____
10	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____

**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. indicates 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 7 <sup>th</sup> CPC and Basic pay drawn		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

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

13. Have you ever been punished during your studies at College/University? (Yes/No) :
14. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
15. Were you at any time declared medically unfit or asked to submit your resignation, or discharged or dismissed? (Yes/No) :
16. Do you have any cases of vigilance/enquiry pending against you in the present/earlier employment? (Yes/No) :
17. 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:**

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**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.
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If Yes, please give details.....
3. 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.....
4. Certified that the work and conduct (overall assessment) of Sh/Smt./Km ..... is above /or good during the last five years.

Signature:

Name:

Designation with office seal

Office Seal

Date:

-----  
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
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3.	Matric/Secondary/High School (10 <sup>th</sup> Class) Certificate		
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5.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) School Certificate		
6.	Bachelor's Qualification Final Year Marks Sheet		
7.	Bachelors' Degree		
8.	Any other Qualification		
9.	Caste Certificate issued by the Competent Authority		
10.	Experience Certificate(s) from previous employer(s)		
11.	Endorsement from the present employer		
12.	Any other		

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