

**ANNEXURE I**  
**APPLICATION FORM FOR PUBLIC SECTOR**  
**EXECUTIVES [THROUGH PROPER CHANNEL]**

*(Note: Any column left blank will make the application incomplete and liable for rejection.)*

1. Name of the post applied for :
2. (a) Name (in full) :
- (b) Father's / Husband's Name (in full) :
- (c) Designation of the Applicant (in full) :
- (d) Office Address :
3. Present Address :
4. Permanent Address :

5. Telephone No: Office: \_\_\_\_\_, Residence: \_\_\_\_\_, FAX No.: \_\_\_\_\_

Mobile No: \_\_\_\_\_, Email address: \_\_\_\_\_

6. Date of Birth and Age as on date of advertisement :
7. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:

S.N.	Designation and place of posting	Organization	From	To	Pay scale

S.N.	Designation and place of posting	Organization	From	To	Pay scale

9. Details of experience relevant for the advertised post and job description, out of 8 above:

S.N.	Designation and place of posting	Organization	From	To	Pay scale	Nature of Experience

*Note: The candidate may attach a write up, if required, not exceeding two pages, in support of candidature.*

10. Do you hold lien in any other organization? : Yes/No

If yes:

a) name of the organization in which the lien is held. :

b) the date from which the lien is held :

Are you on deputation? :

Yes/No

If yes:

a) Date from which you have been on deputation. :

11. a) Whether any punishment awarded to the applicant during the last 10 years : Yes/No

If yes, the details thereof :

b) Whether any action or inquiry is going on against the candidate as far as his/her knowledge goes Yes/No

If yes, the details thereof

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated

Date:  
Place

(Name and Signature of the applicant)

**(To be filled by the PSU/Ministry /Department concerned)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the  
Competent Forwarding Authority with  
Telephone no. & office Seal.

## ANNEXURE II

### APPLICATION FORM FOR PRIVATE SECTOR EXECUTIVES

*(Note: Any column left blank will make the application incomplete and liable for rejection.)*

12.1 Name of the post applied for :

13. (e) Name (in full) :

(f) Father's / Husband's Name (in full) :

(g) Designation of the Applicant (in full) :

(h) Office Address :

14. Present Address :

15. Permanent Address :

16. Telephone No: Office: \_\_\_\_\_, Residence: \_\_\_\_\_, FAX No.:

Mobile No: \_\_\_\_\_, Email address: \_\_\_\_\_

17. Date of Birth and Age as on date of advertisement :

18. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

19. Positions held during the preceding ten years:

S.N.	Designation and place of posting	Organization	From	To	Pay scale


20. Details of experience relevant for the advertised post and job description, out of 8 above:

S.N.	Designation and place of	Organization	From	To	Pay scale	Nature of Experience

*Note: The candidate may attach a write up, if required, not exceeding two pages, in support of candidature.*

Annual Turnover of the Company where the candidate is employed (Certified copy to be attached):

21.21.

Turnover Rs. \_\_\_\_\_ for the year \_\_\_\_\_ (Mention for all 3 years)

I certify that:

(i) The annual report for the last 3 audited financial years, or annual turnover figures duly certified by the CFO is enclosed at Encl. I.

(ii) A write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at Encl. II.

22.2 (iii) I am working at Board level position/ or reporting directly to a Director on the Board i.e. one level below Board level.

· (iv) The Company in which I am working is listed on the \_\_\_\_\_ stock exchange.

A proof of listing is enclosed at Encl. III.

Declaration:

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated

Date:

Place

(Name and Signature of the applicant)