



ಅಖಿಲ ಭಾರತ ವಾಕ್ ಶ್ರವಣ ಸಂಸ್ಥೆ - ೫೨೦೦೦೬

अखिल भारतीय वाक् श्रवण संस्थान :मैसूरु - 570006

ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE - 570006

(An Autonomous body under the Ministry of Health and Family Welfare,)

Govt. of India), Manasagangothri, Mysore - 570 006

ಫೋನ್ /Phone: 0821-2502000/ 2502100, www.aiishmysore.in

ವಿಜ್ಞಾಪನಸಂಖ್ಯಾ / ADVERTISEMENT No. 07/2023

ದಿನಾಂಕ/Dated: August 02, 2023

AIISH, Mysore invites applications for the following posts to be filled on Deputation / Direct Recruitment basis at the Institute as detailed below:

| Post code. | Name of the Post | No of Post | Age (Upper Age Limit) | Salary |
|------------|--|----------------------------|-------------------------|---------------------|
| 1. | Assistant Registrar (Academics) (Group A) | 01 (On deputation) | Not exceeding 56 years. | Level 10 of VII CPC |
| 2. | Clinical Psychologist Gr. II (Group B) | 01 (UR) | Up to 30 years | Level 06 of VII CPC |
| 3. | Audiologist / Speech Language Pathologist Gr. II (Group B) | 01 (UR) | Up to 30 years | Level 06 of VII CPC |
| 4. | Technician (Group C) | 01 (UR) | Up to 27 years | Level 04 of VII CPC |
| 5. | Stenographer Grade II (Group C) | 03* (UR - 02, OBC - 01) | Up to 27 years | Level 04 of VII CPC |
| 6. | Assistant Gr.III (Hindi) (Group C) | 01 (UR) | Up to 27 years | Level 02 of VII CPC |
| 7. | Assistant Gr.III (Group C) | 01 (OBC) | Up to 27 years | Level 02 of VII CPC |

*The number of posts may vary.

For Post code 1: Assistant Registrar (Academics) (Group A)

| | |
|------------------------------------|---|
| Method of Recruitment: Deputation | |
| Number of post | 01 post |
| Upper age limit | For Deputation: Below 56 years |
| Scale of pay | Level 10 of pay matrix under VII CPC |
| Educational & Other Qualification: | I. For Deputation: Officers of the Central Government / State Govt. / Autonomous Bodies / PSU fulfilling the following: Essential: a) Graduate from a recognized university. b) Officers in the grade of A.A.O with two years of service failing which Sr. Accountant / Office Superintendent / Executive Assistant Grade I / other officers in the grade pay of Rs. 4,600/- with three years of service. Desirable: Good knowledge of academic affairs and experience in handling admission and examination work in higher educational institution |
| Period of Deputation: | Initially for a period of 1 year, likely to be extended on yearly basis (Subject to maximum of 3 years) |

For Post code 2: Clinical Psychologist Grade II (Group B)

| | |
|---|---|
| Method of Recruitment: Direct Recruitment | |
| Number of post | 01 post |
| Category | UR |
| Upper age limit | Up to 30 years |
| Scale of pay | Level 06 of pay matrix under VII CPC |
| Essential Qualification | M.A or M.Sc. in Psychology with Clinical Psychology as a special subject. |
| Desirable Qualification | Two years experience of having worked with children with disability. |

Rehabilitation / Allied health care professionals shall hold a valid registration of RCI / CAHP Certificate.

For Post code 3: Audiologist / Speech Language Pathologist Grade II (Group B)

| | |
|---|--|
| Method of Recruitment: Direct Recruitment | |
| Number of post | 01 post |
| Category | UR |
| Upper age limit | Up to 30 years. |
| Scale of pay | Level 06 of pay matrix under VII CPC |
| Essential Qualification | B.Sc. degree in Speech and Hearing or equivalent |

Rehabilitation / Allied health care professionals shall hold a valid registration of RCI / CAHP Certificate.

For Post code 4: Technician (Group C)

| | |
|---|--|
| Method of Recruitment: Direct Recruitment | |
| Number of post | 01 post |
| Category | UR |
| Upper age limit | Up to 27 years |
| Scale of pay | Level 04 of pay matrix under VII CPC |
| Essential Qualification | 3 years Diploma in Electrical and Electronics / Electronics and Communication / Instrumentation Engineering OR ITI in Electronics / Radio & TV mechanic with 2 years experience in repair and maintenance of Electronics instruments / testing of assembled electronic boards. |
| Desirable Qualification | One year working experience in repair and maintenance / production of Electronic equipments. |

For Post code 5: Stenographer Grade II (Group C)

| | |
|---|--|
| Method of Recruitment: Direct Recruitment | |
| Number of posts | 03* posts (*No. of posts may vary) |
| Category | UR - 02* & OBC - 01 |
| Upper age limit | Below 27 years |
| Scale of pay | Level 04 of pay matrix under VII CPC |
| Essential Qualification | (a) Degree of a recognized University or Diploma in Secretarial / Commercial Practice. (b) Skill test - Shorthand: Dictation - 10 mts @ 80 wpm in English. Transcription - 50 mts (on computer). |
| Desirable Qualification | Previous experience as Stenographer / Steno -Typist. Knowledge of Computers, MS. Office, DTP Software packages. |

For Post code 6: Assistant Grade III (Hindi) (Group C)

| | |
|---|--|
| Method of Recruitment: Direct Recruitment | |
| Number of post | 01 post |
| Category | UR |
| Upper age limit | Below 27 years |
| Scale of pay | Level 02 of pay matrix under VII CPC |
| Essential Qualification | (a) PUC or equivalent qualification (b) Minimum speed of 35 wpm in English Typing and 30 wpm in Hindi typing on computer |
| Desirable Qualification | Knowledge of Computer - MS. Office, Hindi word processing packages |

For Post code 7: Assistant Grade III (Group C)

| | |
|---|--|
| Method of Recruitment: Direct Recruitment | |
| Number of post | 01 post |
| Category | OBC |
| Upper age limit | Up to 27 years |
| Scale of pay | Level 02 of pay matrix under VII CPC |
| Essential Qualification | a) PUC or minimum equivalent qualification b) Minimum speed of 35 wpm in English Typing on Computer. |
| Desirable Qualification | Knowledge of computer - MS Office, DTP software packages. |

GENERAL INSTRUCTIONS FOR POST CODE 1: (In case of Deputation)

A] Cadre Authorities / Head of the Department are requested to forward the applications of eligible and willing candidates duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf in the pro forma along with the following documents whose services can be spared for taking up the assignment within one month from the date of intimation about their selection:

1. Cadre/department Clearance/Specific **No Objection Certificate**.
2. **Photocopies of the Annual Confidential Reports/ Annual Performance Appraisal Reports** of the candidate for the **last five years** duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;
3. **Integrity Certificate (IC)** to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India (format enclosed);
4. **Vigilance Clearance (VC)** indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned (format enclosed);
5. **Documents for Age proof, proof for essential qualification (SSLC, PUC, Degree certificates, all semester mark sheets, last pay certificate, Experience certificate indicating scale of pay, roles and responsibilities etc.,).**
6. **List of major/ minor penalties**, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate, as the case may be. (Format enclosed).

B] The terms of deputation including pay and allowances shall be governed by the provisions laid down in DoPT OM No.6/8/2009-Estt (Pay II), dated 17.06.2010 and other orders / guidelines issued in this regard from time to time.

C] Age limit for deputation post mentioned above, the candidates should be below 56 years of age as on the closing date of application.

D] Candidates who applied under Deputation basis (if eligible in essential qualification mentioned in post code 1), those candidates will be considered under Deputation only. They shall not be considered under Direct Recruitment. Private candidates are not allowed to apply on deputation basis. AIISH reserves the right not to fill all or any of the vacancies or to withdraw the advertisement at any time without assigning any reasons.

FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED ALONG WITH THE APPLICATION OF CANDIDATE WHO IS APPLYING FOR DEPUTATION ARE ENCLOSED HEREWITH AS ANNEXURE 1, 2 & 3.

GENERAL CONDITIONS / INFORMATION FOR DIRECT RECRUITMENT (Post Code 2 to 7):

- 1 From the post code 2 to 7, all the posts are intended to be filled only on regular basis at this Institute.
- 2 All the details furnished in the offline application will be treated as final and no changes shall be entertained after due date for submission of applications. All applicants must possess the essential qualification prescribed for the post applied for and fulfill other conditions stipulated in the advertisement.

Candidates are **advised to satisfy themselves before applying** that they possess at least minimum essential qualification even if the candidate has some other higher qualifications.
- 3 The prescribed Essential Qualifications/Educational qualifications are a bare minimum and mere possession of it, will not entitle the candidates to be considered for the post. **Rehabilitation / allied health care professionals shall hold a valid registration with RCI / CAHP.**
- 4 The qualifications prescribed should have been obtained through recognized Universities/ Institutions.
- 5 If a candidate is claiming a particular qualification as equivalent qualification as per the advertisement, then the candidate is required to produce order/ letter / equivalency certificate in this regard issued under signature of the competent authority / University / Institutions etc. The decision of the Director, AIISH in this regard shall be final.
- 6 In case of Boards/ Universities / Institutes awarding CGPA / SGPA / Overall Grade Point Average (OGPA) / Diploma / Degree Grade Point Average (DGPA) / Cumulative Performance Index (CPI) etc., candidates are required to convert the same into percentage based on the formula as per their Boards/ Universities / Institutes. **A copy of conversion formula issued by the authority should be enclosed.**
- 7 The application has to be invariably accompanied with a '**No Objection Certificate**' from the employer concerned, by those who are already in employment under Central/State Government, Public Sector Undertakings or Autonomous Bodies, duly indicating the name and post applied for. *This shall also be applicable to the candidates working in All India Institute of Speech and Hearing, Mysore.*
- 8 Employees Under Disciplinary Proceedings:
Employees against whom disciplinary Proceedings are pending or contemplated shall not be considered for appointment on Direct recruitment.
- 9 The scale of pay notified is as per the VII CPC recommendations.
- 10 The posts carry usual allowances i.e., DA, HRA, and TA etc., as admissible to employees of AIISH, Mysuru.
- 11 Candidates are encouraged to apply for posts reserved for the respective category by enclosing appropriate certificates issued by competent authorities.

Age Relaxation: The upper age limit will be reckoned as on the last date prescribed for receipt of applications.

Age should not exceed the limit prescribed for each category of post **as on the closing date for receipt of filled in applications.**

The Upper age limit mentioned against each post is for general category posts. Wherever posts are reserved for SC/ST/OBC which are indicated against the posts and PWD candidates, **relaxation in age shall be provided as per Government of India orders** on the subject. SC/ST/OBC candidates who apply against the Un reserved posts are not eligible for age relaxation in respect of such posts and they shall be treated on par with general candidates in the selection process. Concession in the application fee, if any, is however, applicable for those candidates.

This relaxation and concession is subject to production of certificates issued by competent authority as per the Govt. of India Rules.

The OBC Certificate in the Central Govt. format (For appointment to posts under the Government of India) only is acceptable and it should have been issued on or after 01.04.2023 with clear mention on Non-creamy layer status. No further correspondences will be entertained in this regard. Request for age relaxation in such cases shall be summarily rejected.

Candidates claiming reservation under **OBC category** are required to produce the certificate to that effect **issued on or after 01.04.2023** and **OBC candidates who belong to "Creamy Layer" are not entitled** to concession admissible to OBC category.

- 12 The applications received in response to the advertisement will be scrutinized and only shortlisted candidates will be called for the selection process. Mere fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for written / skill test.
- 13 The schedule regarding the written / skill test / Interview and subsequent results will be published in the AIISH website www.aiishmysore.in.
- 14 In case of submission of multiple applications for the same post, the last application submitted before the last date shall alone be considered for further processing. All other applications shall be treated as cancelled / rejected.
- 15 Mode of selection: For Group B & C posts written test / practical skill test may be conducted and details will be notified in the AIISH website and the eligible candidates will be informed of it in due course.
- 16 As per Government of India orders, interviews for posts in Group B & C are dispensed with. The results of the skill test / written test when conducted, will only be qualifying in nature. **The final selection for these posts will be based on merit/percentage obtained in the essential qualification as mentioned under each post.**
- 17 The Institute will shortlist the candidates based on short listing criteria adopted by the screening committee. The Institute reserves the right to restrict the number of candidates for written test / skill test to a reasonable limit.
- 18 A candidate can apply for multiple posts subject to fulfilling of the eligibility criteria attached to individual post.
Candidates applying for more than one post **should submit separate application for each post indicating the name of the post and postcode in each application applied for.**

- 19 The period of experience in a discipline/area of work, wherever prescribed, shall be reckoned from the date of acquiring the minimum prescribed educational qualification prescribed for the post and will be reckoned as on the last date prescribed for receipt of Applications. *This shall also applicable to the candidates working in All India Institute of Speech and Hearing, Mysore.*
- The period of experience will be considered only to the extent of proofs attached in support of claim. Pay slip, offer letters, joining report, relieving letter alone would not be considered as the proof of experience.**
- 20 **The competent authority has the right to accept or reject any application without assigning any reasons.**
- 21 **The competent authority reserves the right not to fill all or any of the posts mentioned in the advertisement. The number of posts to be filled may also vary as per the decision of the Competent Authority.**
- 22 **Canvassing in any form and/or bringing influence of any kind will be treated as a disqualification for the post.**
- 23 **The last date of receipt of application is 21.9.23 at 5.30 PM for all the post code or 45 days from the date of publication in the Employment news whichever is later.**
- 24 The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 25 **Interim enquiries and other enquiries will not be attended to.**
- 26 **Applications in respect of candidates involved in court cases will not be entertained.**
- 27 Application in the following occasions shall be summarily rejected:
- Applications without photograph, signature, fees.
 - Applications without mentioning postcode, name of the post and multiple applications in single envelope.
 - Applications without necessary marks cards (marks sheets for all years/ semester should be enclosed), that would cause difficulty in calculating accurate percentage.
 - Applications without copy of Degree certificates (Provisional / Convocation).
 - Inappropriate proof of date of birth (Only Class X certificate or Birth certificate issued by the appropriate government authority will be accepted as proof of date of birth).
 - Applications without **No Objection Certificate** (wherever applicable) in the case of in-service candidates. *This shall also applicable to the candidates working in All India Institute of Speech and Hearing, Mysore, on regular basis.*
 - Applications containing documents without self-attestation.
 - Applications without prescribed application fee (wherever applicable) and proof of payment.
 - Those who apply for the post of Audiologist / SLP Gr. II, candidates should submit valid RCI certificate. Otherwise, applications will be summarily rejected.

- Those who apply for the post of Clinical Psychologist Grade II, candidates should attach either valid CAHP Registration certificate or RCI certificate. Otherwise, applications will be summarily rejected.
- Application without details of payment of application fee.
- Applications without proper conversion criteria to convert into marks in the case of award of grades.

HOW TO APPLY:

- a) The application may be downloaded from our website www.aiishmysore.in.
- b) Interested candidates who meet the requirement, may **send their Applications** along with **Self-attested copies** of Matriculation, SSLC, Diploma certificate and all semester mark cards, Degree certificate and mark cards for all the semesters / years, SC/ST/OBC/EWS/PWD certificate, Gist and copy of publications and other testimonials in support of experience and other claims in the application.

Address for sending the applications:

**Office of the Chief Administrative Officer,
All India Institute of Speech and Hearing, Manasgangothri, Mysore – 570 006.**

Envelope should be super-scribed **“Application for the post of.....”**,
“Post Code.....”

- c) **The last date of receipt of application is 21/9/23 at 5.30 PM or 45 days from the date of publication in the Employment news whichever is later.**

The applications received after the last date for any reason will not be entertained.

- d) **Application fee:**

For General Category and OBC candidates – ₹600/-

For candidates belonging to SC/ST categories - ₹250/-

Women and PwD candidates are **exempted** from payment of application fee.

- e) **Application forms without the prescribed Application fees, Transaction No. / URT No. & date are liable to be rejected.**

- f) Applications received after the last date or with insufficient information would not be considered.

- g) **⇒ Please mention in the Remarks / Purpose of the transaction as:**

Application fee for the post of

(OR)

Application fee for the post code.....

- ⇒ Candidate has to provide the following details of the payment in the application form and attach proof of payment in the application:**

Transaction ID/ UTR reference no:

Date of Payment:

Method of payment of application fee:

1. BHIM QR CODE

| | |
|--|--|
|  <p>Merchant Name : AIISH</p>  <p>Payee VPA : aiiismysore@barodampay</p>  | <p>Scan & Pay</p> <p>Sending money to</p> <p> AIISH Mysuru CO aiiismysore@barodampay</p> <p>Amount</p> <p>₹ 00.00</p> <p>Debit account</p> <p>XXXXXX3667</p> <p>Remarks</p> <p>Application fee for the post at</p> <p><input type="checkbox"/> Add to favourites</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> |
|--|--|

2. Payment thro' NEFT:

| | | |
|----|-----------------------------------|---|
| 1. | BENEFICIARY NAME & POSTAL ADDRESS | DIRECTOR ALL INDIA INSTITUTE OF SPEECH & HEARING, MANASAGANGOTHRI, MYSORE 570 006 |
| 2. | NAME OF THE BANK | BANK OF BARODA |
| | BRANCH NAME WITH COMPLETE ADDRESS | AIISH BRANCH, NAIMISHAM CAMPUS MANASAGANGOTHRI, MYSORE KARNATAKA - 570 006 |
| | BRANCH CODE No. | 9832 |
| 3. | IFSC CODE OF THE BRANCH | BARB0EXTMYS [BARB(ZERO)EXTMYS] |
| 4. | ACCOUNT NUMBER | 98320100000664 |
| 5. | TYPE OF BANK ACCOUNT (SB/CURRENT) | SAVINGS BANK ACCOUNT |

The candidates should mention the prescribed application fee details in the Application also (Transaction ID/ UTR reference no. and date of payment).

Note:

Applications received after the last date or with insufficient information, without any semester mark cards, Masters degree certificate, Bachelors degree certificate, Grade conversion certificate issued by the University / college in to percentage in case of award of Grades, HSC, PUC, SSLC, DOB proof, Category certificate, Experience (**experience claimed without proof shall not be considered**), NOC, Valid RCI certificate, Valid CAHP Certificate, Disability certificate, SC/ST/OBC/EWS certificate (wherever applicable) within validity, Signature, recent photograph, Gist and copy of publications etc., would not be considered. Those applications will be summarily rejected at the time of screening of the applications itself – No further correspondences will be entertained in this regard.

Advt. No. 07/2023

Date: 02.08.2023.


निदेशक/DIRECTOR

INTEGRITY CERTIFICATE

After scrutinizing the Annual Performance Appraisal Reports of Shri/Smt./Ms. _____ who has applied for the post of <name of post applying for> in the All India Institute of Speech and Hearing, Mysore for deputation, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of Deputy Secy. or above)

Name & Office Seal:

Date:

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE
COMMENTS/CLEARANCE SOUGHT**

(To be sought and signed by the CVO or HOD)

1. Name of the Official (In full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into service :
6. Service to which the officer belongs
Including batch /year cadre-ete :
7. Positions held
(During the ten preceding years) :

| Sl. No. | Organization | Designation, Pay scale & Place of Posting | Administrative /Nodal Ministry/Deptt. Concerned (In case of officers of PSUs etc..) | From | To | Roles and Responsibilities |
|---------|--------------|---|---|------|----|----------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Date:

(Name & Signature)

**VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE
COMMENTS/CLEARANCE BEING SOUGHT**
(To be furnished and signed by the CVO or HOD)

| | | |
|-----|--|--|
| 8. | Whether the officer has been placed on the agreed list Or “List of Officers of Doubtful Integrity”? (If yes details to be given) | |
| 9. | Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, the date of imposition and details of penalty? (*) | |
| 10. | Whether any punishment was awarded to the officer during the last 10 years and if, so, with what result? (*) | |
| 11. | Is any disciplinary /criminal proceedings or charge sheet pending against the officers, as on date (if so, details to be furnished –including reference no., if any of the commission) | |
| 12. | Is any action contemplated against the officers as on date? (If so, details to be furnished) (*) | |
| 13. | Whether any complaint is pending against the officer? (If so, details to be furnished) | |

Date

(Name and Signature)

(*) if vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. _____ who has applied for the post of <name of post applying for> in the All India Institute of Speech and Hearing, Mysore for deputation, in the past.

(Authorized signatory)

Name & Office Seal:

Date:



ALL INDIA INSTITUTE OF SPEECH AND HEARING
NAIMISHAM CAMPUS, MANASAGANGOTTHRI, MYSORE - 570 006
(Ph: 0821-2502000/2502100, Web:www.aiishmysore.in)

APPLICATION FORM FOR DEPUTATION POSTS

| | | | | |
|-----|---|--------------|--------------------------------------|----------|
| 1. | Post applied for | | <i>Passport size Photograph</i> | |
| 2. | Applicant Name | | | |
| 3. | Present Office Address | | | |
| 4. | Present Designation | | | |
| 5. | Date of birth | | | |
| 6. | Date of retirement | | | |
| 7. | Educational & Professional qualifications | | | |
| | Qualifications | Completed in | Name of Institutes | Subjects |
| a. | | | | |
| b. | | | | |
| c. | | | | |
| 8. | Details of employment <i>(from present to past. Give brief on work done in each employment/ posting)</i> | | a..... b..... c..... d..... | |
| 9. | Nature of present employment (Regular/Temporary/Contractual/ Deputation/etc.) | | | |
| 10. | In case present employment is on deputation basis, please state: | | | |
| | a. Name of parent organization | | | |
| | b. Date of initial employment | | | |
| | c. Name of Borrowing organization, date and period of deputation. | | | |
| | d. Reason for applying for the deputation | | | |
| 11. | Present pay-scale/pay-band & Grade Pay and Basic Pay | | | |
| 12. | Additional information, if any | | | |

Date:

Signature of Candidate

Place:

Mobile:

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Email:

Advertisement No: 07/2023 dt.02.08.2023

Closing date: 21.09.2023



Transaction ID/UTR

Date of payment

Amount Paid:

Photo

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE - 570 006

(An Autonomous Body under Ministry of Health & Family Welfare, Govt of India)

APPLICATION FOR THE POST OF Post Code.....

Name of the project / place of work:.....

1. Name of the Candidate (BLOCK LETTERS)

Mr / Mrs / Ms / Dr.

2. Gender:

Male

Female

Transgender

3. (a) Address for Communication

.....
.....
.....

(b) Email ID

(c) Mobile Number

(d) Aadhar No.

(e) Permanent Address

.....
.....
.....

4. (a) Date of Birth

DD

MM

YYYY

(b) Age as on last date of Application

YEARS

Months

DATE

(c) Place of Birth

.....

5. Are you:

(a) a citizen of India by birth and / or by domicile?

.....

(b) If not, indicate the Nationality

.....

6. Name the state to which you belong

.....

7. (a) Father's Name

.....

(b) Father's Occupation

Govt.

Private

others

8. State whether you are a member of Scheduled

SC

ST

OBC

Caste / Scheduled Tribe / OBC / EWS / UR / PWD

(if so, please produce an attested copy in support)

UR

EWS

PWD

9. Academic Qualification:

(Note: Percentage should be calculated strictly in accordance with the Rules & Regulations of the respective university / board (as awarded in Degree Certificate & the copy of percentage conversion certificate received from university/college should be attached alongwith the application).

| Examination (Name of the Board/University) | Percentage of marks obtained | CGPA | Major Subjects | Year of passing | Class |
|--|------------------------------|------|----------------|-----------------|-------|
| SSLC / X | | | | | |
| HSC / XII | | | | | |
| Diploma | | | | | |
| Bachelor Degree | | | | | |
| Master Degree | | | | | |
| Ph.D | | | | | |

10. Are you Involved in any court cases

yes

NO

| 11. Have you been outside India? If so, give the following particulars: | | | | | | | |
|---|----------|-------------------|----|-------------------|------------|------------------|----------------------------|
| Country | | Date of visit | | Duration of visit | | Purpose of visit | |
| | | | | | | | |
| 12. Particulars of Passport | | | | | | | |
| No. | | Issuing Authority | | | Valid upto | | |
| | | | | | | | |
| 13. Research publications: (List them in a separate sheet referring to this serial number): | | | | | | | |
| 14. Research Projects completed / ongoing with you as an investigator: (Give these particulars in a separate sheet quoting this serial number) (a) Title (b) Source of Funds (c) Duration (d) Status | | | | | | | |
| 15. Awards / Honors received | | | | | | | |
| 16. Membership of professional organizations | | | | | | | |
| 17. Language known (read and / or speak): | | | | | | | |
| 18. Work experience (starting from the most recent): (Note: if the copy of experience certificate is not enclosed then, it will be assumed that your experience will not be counted for further correspondences in connection with this advertisement) | | | | | | | |
| Name of the employer | Position | Duration | | Copy enclosed | | Duties | Remuneration / salary paid |
| | | From | To | Yes | NO | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | |
|--|---|
| <p>19. Are you willing to accept the minimum initial pay offered ? If not, state what is the lowest initial pay that you would accept in the prescribed scale.</p> | |
| <p>20. How early you can join this institute, if selected?</p> | |
| <p>21. Reference:</p> <p>Give names / address of three professionals in the field who are in a position to comment on your professional work (The institute may write to them for a confidential assessment of the candidate's capabilities)</p> | |
| <p>Name / Address</p> | <p>Telephone / Mobile / Fax / Email</p> |
| <p>1.</p> <p>2.</p> <p>3.</p> | |
| <p>22. Briefly explain (within 50 words) how you are suitable for this post.</p> | |
| <p>23. List of enclosures</p> | |
| <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</p> | |

DECLARATION

I, hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. If any information is found false, my candidature may be disqualified without prejudice to any action that may be taken under the rules.

Station:

Date:

.....
Candidate's Signature

Instructions to candidates:

- (1) This application should be returned to this office on or before the last date prescribed for receipt of application.
- (2) Any change in the mailing / contact address should be intimated to this office well in advance.
- (3) Proof in respect of their claims like age, educational qualifications, caste, work experience, etc., should be attached.
- (4) Candidates, who are in service at present, should obtain an endorsement given below from his / her employer.

**ENDORSEMENT BY THE EMPLOYER
(where the candidate is presently employed)**

Ref. No.....

Date

Mr./ Mrs./ Ms./ Dr., joined at this Institute on..... who is at present employed as (Designation) a Permanent / Contract employee in this office, will be relieved if selected, without delay. His / Her present Basic pay is per month in the pay level..... as per VII CPC.

Signature

Designation :