

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE). PRIVATE SECTOR**

(Through Proper Channel, except candidates from the Private Sector)  
Please refer to the Job Description for the post at DDP website ([www.ddpmod.gov.in/vacancyandcircular](http://www.ddpmod.gov.in/vacancyandcircular))

1. Name of the post applied for \_\_\_\_\_
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.) \_\_\_\_\_  
(b) Designation of the Applicant (in full) \_\_\_\_\_  
(c) Name of the company \_\_\_\_\_  
(d) Category as per Employment Status: - Officer- of a CPSU/Central Government/Armed  
(Please tick as applicable) Forces of the Union/All India Services./SPSE/Private  
Sector  
(e) Office Address: \_\_\_\_\_  
(f) Address for communication \_\_\_\_\_
3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No. \_\_\_\_\_  
E-Mail id \_\_\_\_\_
4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on date of vacancy (years/months/Days) \_\_\_\_\_
- 5 (i) Educational/Professional Qualifications:

**Photo Upload**

Sl. No.	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self-Declaration Whether meets the eligibility qualification requirement		
			From	To	Part Time	Full Time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other

\*Should be exactly as per Degree/ Certificate issued by the university.

(ii) Positions held during the last ten years. From the date of uploading the vacancy circular on the DDP website.

Sl. No.	Complete Designation & Place of posting*	Name of the Organization	Pay scale**	Period		Reporting to Designation*	Self-Declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
1	2	3	4	5		6	7		8
				From	To		Yes	No	

\*Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/employer.

\*\*Private Sector-CTC/remuneration/emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.

Note. 1. Please attach a write-up (Part A: Achievements during the career so far and Part B : Vision for the post applied for), not exceeding 2000 characters, in support of your candidature, for reference at the time of the interview. The Full form of all abbreviations used must be given in the prescribed limit of characters.

6. (a) Do you hold lien in and organization other than where currently working?

If yes,

- i. Name of the organization in which the lien is held
- ii. Date from which the lien is held

Yes	No
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- (b) Are you on deputation?

If yes

- (i) Name of parent organization:
- (ii) Date from which on deputation:

Yes	No
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7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof i) Civil /Criminal

ii) Departmental Inquiry

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

If yes, the details thereof, i) Civil / Criminal

Yes	No
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ii) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

#### STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees Crores)

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) \_\_\_\_\_

(b) CIN(Corporate Identity Number) \_\_\_\_\_

(ii) I certify that I am

(a) Working at Board level position

Yes	No
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If yes: Please provide your DIN (Director Identification Number) \_\_\_\_\_

(a) Holding a post at the level immediately below the Board.

Yes	No
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I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)



**PRIVATE SECTOR**

9. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in calendar year 2017).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)*

\*If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the PESB website may be used.

- (i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) \_\_\_\_\_

(b) CIN (Corporate identity Number) \_\_\_\_\_

- (ii) I certify that I am

- (a) Working at Board level position

If yes; please provide your DIN (Director Identification Number) \_\_\_\_\_

Yes	No
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- (b) Holding a post at the level immediately below the Board.

Yes	No
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- (iii) Whether the Company in which I am working is listed on the stock exchange.

Stock Exchange \_\_\_\_\_

Proof of listing may be accessed over \_\_\_\_\_ (please provide URL)

Yes	No
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- (iv) Self certified copies for proof of age and educational qualifications (enclosed)

- (v) Please give details of 2 references (Name, Designation, Mobile, Email ID)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

**Declaration**

1. \_\_\_\_\_ son/Daughter of \_\_\_\_\_ hereby certify that I have not been disqualified to act as a Director under section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

**UNDERTAKINGS (as applicable)**

**For candidates from Central Government/Armed Forces of the Union/ All India Services/ SPSE**

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

**For candidates from CPSE**

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

**For candidates from Private Sector**

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

**Verification**

(To be filled in by the designated officer for CPSE/Central Government/ Armed Forces of the Union/ All India Services/SPSE)

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 Authority  
With Telephone No. & e-mail address



**Write-Up:**

**A:**      **Achievements during the career so far (2000 characters):**

**B**      **Vision for the post applied for (2000 characters):**