



सेन्टर फॉर मेटिरियल्स फॉर इलेक्टॉनिक्स टेक्नोलाजी (सी-मेट)
**Centre For Materials For Electronics
Technology (C-MET)**

Affix Latest
Passport Size
color
Photograph
Duly Signed

APPLICATION FORM FOR THE POST OF 'OFFICE ASSISTANT-II (OA-II)'

Advertisement No.: 1/2020 Date:	Application Fee: Rs.500/- OR Rs.250/-	For Office use only Application Sl No. _____ D.D. for Rs. _____						
Post applied for: Office Assistant-II (OA-II) (UR CATEGORY) (C-MET, Hyderabad)	Demand Draft No: Bank Name: Branch Name: Date:	Received on Date: _____ Administration						
<table border="1"><thead><tr><th>Mode of Application</th><th>Direct Recruitment</th><th>Absorption</th></tr></thead><tbody><tr><td>Please ✓</td><td></td><td></td></tr></tbody></table>	Mode of Application	Direct Recruitment	Absorption	Please ✓				
Mode of Application	Direct Recruitment	Absorption						
Please ✓								

1. Name in full (in BLOCK letters) :
2. Father's/Mother's/Husband's Name :
3. Date of Birth (Proof to be enclosed) :
Age at Matriculation (10th Std) :
Age as on closing date :
4. Nationality :
5. Religion :
6. Gender : Male / Female/Transgender
7. Correspondence Address :

E-mail :

Land line Telephone No. :

Mobile No. :

8. Permanent Address :

9. Whether belongs to SC/ST/ OBC (NC)/PWD/ EX-SERVICEMAN : YES OR NO
(strike out whichever is not applicable)
(if yes attach valid certificate as per Govt of India format)

10. Whether documentary proof from appropriate authority in support of your claim being SC/ST/OBC (NC)/PWD/ EX-SERVICEMAN is enclosed : YES OR NO

11. Are you related to any of the employees of C-MET:
If so, provide Name and details of the Employee,
Lab where he/she is working & nature of relationship:

12. Educational Qualifications :
(in chronological order starting with 10th /Matric onwards) - *Use extra sheet, if needed.*

Exam Passed	Year of Passing	University / Board	Subject	Marks	Percentage of Marks

13. Professional Qualifications :
(in chronological order) - *Use extra sheet, if needed.*

Exam Passed	Year of Passing	University / Board	Subject	Marks	Percentage of Marks

- 14.** Details of Experience; if any (particulars of all previous and present employment) (starting with the most recent) - *Use separate sheet, if needed.*

Name of the Organization / Institute	Post Held	Duration		Basic pay in the Scale of Pay/Pay band with Grade Pay	Detailed nature of duties performed (Use separate sheet)*
		From	To		

* duly authenticated by your signature

- 15.** Whether qualifications/experience prescribed for the post applied for are satisfied (if any of the qualification secured by you is considered equivalent to the prescribed, indicate authority thereon) :

- 16.** Please state clearly with reference to information furnished above, you meet the requirement of the post :

- 17.** Whether you are fulfilling the conditions for : YES / NO
Absorption basis or not :
(See NOTE-SI. No. 1 of detailed advertisement)

- 18.** Details about present Employment with nature:

(a) Name of the post held :

(b) Regular/Contract/Deputation :

(c) Pay Band & Basic pay / Grade Pay :

(d) Date of next increment :

19. References:

(These referees should be residents in India and holders of responsible positions. They should be intimately acquainted with the applicant's character and work but must not be relatives.)

1. Name _____

Occupation or position _____

Address including email & Mob.No. _____

2. Name _____

Occupation or position _____

Address including email & Mob.No. _____

20. Any other information you may like to indicate:

21. Would you like to treat your personal information in this application with enclosures as confidential for RTI Act 2005 provisions (Write Yes or No):

22. List of Enclosures

1. Number, Date and amount of DD.s enclosed:

2.

3.

4.

5.

6.

DECLARATION

I _____ Son/daughter of
Shri _____, Aged _____ (Date of Birth)
_____, resident of _____

District _____ State _____ hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the Information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category, age or educational qualification, experience etc. made in my application form, I understand that I will be denied any employment in the organization and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Signature : _____

Place:

Date: Name: _____

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/ FORWARDING AUTHORITY, IF IN GOVT SERVICE AND APPLYING THROUGH PROPER CHANNEL

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualification and experience mentioned in the advertisement.

Further certified that:

- (i) There is no vigilance case pending/contemplated against him.
- (ii) His/her integrity is beyond doubt.
- (iii) No major/minor penalties have been imposed on him/her during the last 10 years

Signature: _____
Name and Department office seal