



**Centre For Materials For Electronics
Technology (C-MET)**

Affix Latest
Passport Size
Photograph
Duly Signed

APPLICATION FORM FOR THE POST OF "FINANCE OFFICER"

Advertisement No.: 2/2017	Amount Rs.	<u>For Office use only</u> Net Banking Transaction Code / DD Number with date : ----- OR DD for Rs. _____ (strike out which is not applicable) Removed on Date: _____ Administration					
<table border="1"><tr><td colspan="2">Mode of Application (Please ✓)</td></tr><tr><td>Direct Recruitment</td><td>Transfer (Absorption)</td></tr><tr><td> </td><td> </td></tr></table>	Mode of Application (Please ✓)		Direct Recruitment	Transfer (Absorption)			Net Banking Transaction Number/ DD Number with date : Bank Name: Branch Name: Date:
Mode of Application (Please ✓)							
Direct Recruitment	Transfer (Absorption)						

1. Name in full (in BLOCK letters) :
2. Father'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. Correspondence Address :

E-mail :

Telephone/Fax No. :

Mobile No. :

- 7.** Permanent Address :
- 8.** Whether belongs to GEN/SC/ST/OBC(NCL)/PWD :
(strike out whichever is not applicable)
- 9.** Whether documentary proof from appropriate authority in support of your claim being SC/ST/OBC(Non-creamy layer)/PWD is enclosed :

10. 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:

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

Exam Passed	Year of Passing	University / Board	Subjects	Class obtained	Percentage of Marks

12. 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

13. 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) :

14. Whether you are fulfilling the conditions for : YES / NO
Transfer on absorption basis or not :

15. Other qualifications, if any :

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

17. 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 :

18. 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. When the candidate has been in employment, he/she should either give his/her present or most recent employer or immediate superior as a referee or produce a testimonial from him/her in regard to the candidate's fitness for the post for which he/she is an applicant)

1. Name _____

Occupation or position _____

Address including email & Mob.No. _____

2. Name _____

Occupation or position _____

Address including email & Mob.No. _____

19. Copies of testimonials from :

- 1.
- 2.
- 3.

(Attested Copies of not more than three testimonials should be submitted. Original testimonials should not be submitted unless asked for)

20. Any other information you may like to indicate:

21. List of Enclosures

1. Number, Date and amount of DD's enclosed:
- 2.
- 3.

DECLARATION

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief.

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.

Place :

Date :

Signature of the candidate

**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