**Annexure - I**

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| --- |
| Affix recent  passport size  photograph  duly signed by the applicant |

**Indian Council of Social Science Research (ICSSR)**

Aruna Asaf Ali Marg, JNU Institutional Area,

New Delhi – 110 067

www.icssr.org; E-mail: ashish@icssr.org

**Application Format**

1. **Post applied for** : **DOCUMENTATION OFFICER**
2. Whether Deputation/Short term Contract - please clarify : ………………………………………………………………………
3. **Name of the applicant** : ……………………………………………………………...........
4. **Father’s Name** : ……………………………………………………………...........

1. **Husband’s Name** : ……………………………………………………………...........

*(In case of Married female candidate)*

1. **Date of Birth (DD/MM/YYYY) :………………………………………………………………………**

**Age as on last date of application** : ……………………………………………………………...........

1. **Nationality**  : ……………………………………………………………...........
2. **Gender (Male/Female)** : ……………………………………………………………...........
3. **Category (SC/ST/OBC/Gen./PH)** : ……………………………………………………………...........
4. **Address for communication** : ……………………………………………………………...........

…………………………………………………………….............

…………………………….**Pin Code:** …………………………..

1. **E-Mail ID** : ……………………………………………………………...........
2. **Telephone/Mobile No.** : ……………………………………………………………...........
3. **Present post held/**

**Name of the office** : ……………………………………………………………...........

1. **Date of Appointment in**

**The Present Post** : ……………………………………………………………...........

1. **Present Basic Pay (Specify whether**

**Regular Pay or ACP/MACP pay)** : ……………………………………………………………...........

1. **Pay Matrix as per 7th CPC** : ……………………………………………………………...........
2. **Educational Qualification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Exams Passed** | **Board / University** | **Year** | **Division** | **Percentage (%)** | **Subject** |
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**(Please attach attested photo copies of the testimonials)**

1. **Details of Professional/**

**Technical Educational Qualification** : ……………………………………………………………...........

1. **Experience :**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of organization with address** | **Post held**  **&**  **Pay Scale** | **From** | **To** | **Experience** | | | **Nature of duties (attach experience Certificate)** | **Whether regular/ ad-hoc/Full time/Part time** |
| **No. of Years** | **Months** | **Total** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**(Please use extra sheets if required)**

1. **Languages Known** : ……………………………………………………………...........
2. **Have you ever been imposed**

**any penalty** : ……………………………………………………………...........

***(If yes please give details)*** ……………………………………………………………...........

1. **If any departmental inquiry pending**

**or contemplated against you.** : ……………………………………………………………...........

***(If yes please give details)***  ……………………………………………………………...........***.***

1. **Any other relevant information**

**Which you would like to mention**

**in support of your suitability for**

**the post applied for** : ……………………………………………………………...........

1. **A brief academic CV, not more than five pages detailing list of ten best publications in the form of books/research papers/reports with bibliographical details and details of scholarship received, if any.**

*(attach separate sheets, mentioning the details of the same)*

1. **DECLARATION:**
2. **I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be cancelled / terminated.**
3. **I have enclosed the required self-attested copies of the certificate.**

**(Signature of the applicant)**

**Place:**

**Date:**

**Certificate by the forwarding office**

Forwarded and certified that the information furnished by Shri/Smt. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

In his/her application, has been verified from records and is found to be correct and he/she is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/ disciplinary case is either pending or contemplated against Shri/Smt./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Certified copies to APARs of the last five years is attached in separate sealed dossier.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Office seal)**

**GENERAL TERMS & CONDITIONS**

1. Number of posts is tentative. ICSSR reserves the right to increase or decrease the number of posts and may or may not fill any post(s).
2. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
3. **Application must be neatly typewritten on A-4 size paper in the prescribed format.**
4. One recent passport size photograph should be pasted on the top right-hand corner of the application. Application without photograph will be treated as incomplete application.
5. Envelope containing application should be super-scribed with **“APPLICATION FOR THE POST OF DOCUMENTATION OFFICER.”**
6. The candidates short-listed for interview/test will be informed by post and e-mail. The ICSSR will not be responsible for any postal delay.
7. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
8. Candidates may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) is received**.** It shall be necessary to furnish “No Objection Certificate” from the parent department/present employer at the time of interview/test.
9. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed format will not be entertained.
10. The decision of the ICSSR in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
11. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time and also as per the ICSSR recruitment rules.
12. Forwarding Authority is to ensure that the applications must be accompanied by certified copies of APARs for last five years, Integrity Certificate and Vigilance Certificate.
13. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
14. Period of Deputation is initially three years, extendable as per the rules and requirement of ICSSR.
15. Age relaxation will apply as per Govt. of India’s rules.  However, the applicant will have to mention for this relaxation and submit the evidence for such relaxation proof.
16. ICSSR reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).
17. The application complete in all respect must be sent to **Administrative Officer, Indian Council of Social Science Research, Aruna Asaf Ali Marg, JNU Institutional Area, New Delhi – 110 067 not later than 08.02.2021.**

**ADMINISTRATIVE OFFICER (ICSSR)**