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| **BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA- 800014**  **(Established in 2016 under Bihar Animal Science University Act-2016)** |

**APPLICATION FORM**

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| --- |
| **(For the post of Comptroller)** |
| **EMPLOYMENT NOTICE - 09/2023** |

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| --- | --- | --- | --- |
| **PLEASE INSERT INFORMATION IN BOLD LETTERS** | | | **Please Affix self-attested latest photograph** |
| **Post Applied for** | **:** | ***…………………………………………………*** |
| **Adv. No.** | **:** | ***…………………………………………………*** |
| **Category** | **:** | ***…………………………………………………*** |

**Demand Draft Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Draft No.** |  | **Dated** |  |
| **Amount (Rs.)** |  | **Name and Branch of the issuing Bank** |  |

**This application contains \_\_\_\_\_\_\_\_\_ pages (Total number of pages).**

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| 1. | **Name in full (*In Block Letters*)** | Dr./Mr./Mrs./Ms. |
| 2. | **Father’s Name** |  |
| 3. | **Mother’s Name** |  |
| 4. | **i) Marital Status** | **Yes / No** |
| **ii) If Yes mention Spouse Name** |  |
| 5. | **Gender (*Male/Female*)** |  |
| 6. | **Date of Birth** |  |
| 7. | **Age (*As on closing date*)** | **Years Months** |

|  |  |  |
| --- | --- | --- |
| **8.** | **Nationality** |  |
| **9.** | **Mother Tongue** |  |
| **10.** | **Mobile No.** |  |
| **11.** | **E-mail Address** |  |
| **12.** | **Aadhaar Number** |  |
| **13.** | **Present Mailing Address with PIN Code** |  |
| **14.** | **Permanent Home Address with PIN Code** |  |
| **15.** | **State of permanent domicile** |  |
| **16.** | **If you are employed, mention your present designation** |  |
| **17.** | **Name and Designation of your present employer**  **(*Person, office, institution*)** |  |
| **18.** | **Have you obtained the permission of your present employer for submitting this application (if not, you should have to bring a ‘No Objection Certificate’ from your employer at the time of the interview)** |  |
| **19.** | **Have you obtained the permission of your present employer to serve the University on deputation preferably for five years, compulsory for three years?**  **(If yes, submit the desired document)** |  |

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| **20.** | **Present Pay (as applicable)** | | | | | | | | | |
|  | I. | i) | **The scale of pay + grade pay (as per 6th CPC)** | | | |  | | | |
| ii) | **Level in 7th CPC** | | | |  | | | |
| II. | **Present basic pay** | | | | |  | | | |
| III. | **NPA, if applicable** | | | | |  | | | |
| IV. | **Allowances excluding house rent and CCA** | | | | |  | | | |
| V. | **Date of next increment** | | | | |  | | | |
| **21.** | **If selected, please state the joining time required** | | | | | |  | | | |
| **22.** | **Are you willing to accept the initial salary of the grade? (If no, state what is the minimum salary acceptable with justification thereof).** | | | | | |  | | | |
| **23.** | **Academic Qualifications** | | | | | | | | |  | |
| **Examination** | | | **Matriculation** | **Senior Secondary (10+2)** | **Graduation** | **Post-Graduation** | | **Doctorate** | **Any other Qualification** | **Pg. No. of enclosure** | |
| **Name of School / College** | | |  |  |  |  | |  |  |  | |
| **Year of passing** | | |  |  |  |  | |  |  |  | |
| **Name of Board / University** | | |  |  |  |  | |  |  |  | |
| **Maximum Marks** | | |  |  |  |  | |  |  |  | |
| **Marks Obtained** | | |  |  |  |  | |  |  |  | |
| **Percentage of Marks** | | |  |  |  |  | |  |  |  | |
| **OGPA/CGPA** | | |  |  |  |  | |  |  |  | |
| **Division** | | |  |  |  |  | |  |  |  | |
| **Subjects** | | |  |  |  |  | |  |  |  | |
| **Position, Distinction, Prizes, Scholarship etc.** | | |  |  |  |  | |  |  |  | |

(*Attach self-attested copies of the Detailed Marks Sheets/Cards or Transcripts of all the examinations passed*)

**24. Employment Record**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Designation of posts held** | **Period (*month and year both should be given*)** | | **Duration** | | | **Pay drawn**  **(***Basic Pay + Grade Pay + allowances except HRA and CCA***)** | **Full address of the office/firm or institution** | **Reason for leaving the post** |
| **From** | **To** | **Years** | **Months** | **Days** |
|  |  |  |  |  |  |  |  |  |
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**25. Awards/Honors /Recognitions**

(*List awards including, National awards instituted by Government of India / ICAR / University/, / State Agency / Professional Society/ University medals (Gold Medal/first position)/ fellowships of National academies,*

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| --- | --- | --- | --- |
| **Sr. No.** | **Name of Award/Honour** | **Conferred by (Name of Organization)** | **Year of Award** |
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| **26.** | **Institution Building (Major Contribution).**  **1.**  **2.**  **3.** | | |

|  |  |
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| **27.** | **Experience in Software handling related to Finance / Account System.**  **1.**  **2.**  **3.** |
| **28.** | **Experience in Government of India Services (Preferably from Indian Audit & Account Services).**  **1.**  **2.**  **3.** |
| **29.** | **Have you ever been punished / penalized during your service tenure? If so, please specify** |
| **30.** | **Have you ever been prosecuted, kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of this application form?**  ***If the answer is ‘Yes’; full particulars of the case, detention, fine, conviction, sentence etc. should be given*** |
| **31**. | **References (Please specify the names of two referees who should be responsible persons and well acquainted with you for the last five years. One of the referees should be the present or most recent employer).** |

(a) Name: …………………………………………………..………………….……………

Designation: …………………………………………………………..………………….……

Address: …………………………………………………………..………………….……

(With Pin code) …………………………………………………………..………………….……

…………………………………………………………..………………….……

E Mail: …………………………………………………………..………………….……

Phone: …………………………………………………………..………………….……

(b) Name: …………………………………………………..………………….…………....

Designation: …………………………………………………………..………………….……

Address: …………………………………………………………..………………….……

(With Pin code) …………………………………………………………..………………….……

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E Mail: …………………………………………………………..………………….……

**32. Any other details not mentioned above, which you think, will strengthen your claim for this appointment.**

**(*Attach separate sheet, if necessary*)**

**33. List of copy of certificates and testimonials attached:-**

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| --- | --- | --- |
| **Sl. No.** | **Particulars** | **Page Number** |
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**DECLARATION**

***I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time, it is found that any information is false / concealed / distorted then, my appointment shall be liable to summarily termination without any notice / compensation and criminal case may be initiated against me under the relevant provision of Indian Panel Code and other laws as applicable.***

***Further, I have gone through the general instructions and conditions mentioned in the advertisement and website of the university before filling the application. I agree with all terms and conditions.***

**Place: Signature of Candidate**

**Dated:**

**INFORMATION TO BE FURNISHED BY EMPLOYER / HEAD OF INSTITUTION**

**(*The information to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining*)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Overall performance as per APAR or CR** | **Report about integrity** | **Report about work and conduct** | **Punishment awarded, if any** | **Whether any disciplinary / legal / Vigilance proceedings are pending against the official.** |
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**Does he/she fulfil the prescribed qualifications/experience required for the post?**

1. **Prescribed qualifications (Yes/No)**
2. **Prescribed experience (Yes/No)**

**It is also certified that the information furnished by the official in his application form is correct as per his service record. Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for.**

**Head of the Institution/Organization with Seal**

**(Name in block letters) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Place: \_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **BRIEF INFORMATION** | | | | | | | |
| **EMPLOYMENT NOTICE – 05/2023** | | | | | | | |
|  | | | | | | | |
| Post applied for …………………………………… | | | | | | | |
|  | |  | | | | | |
| **Name** | |  | | | | | |
| **Father’s Name** | |  | | | | | |
| **Date of Birth** | |  | | | | | |
| **Age at the time of filling the application form** | |  | | | | | |
| **Category** | |  | | | | | |
| **Applied through proper channel (Yes/No)** | |  | | | | | |
| **Educational Qualification** | | **Name of the degree** | | **OGPA / Percentage Obtained** | | | **Year of passing** |
| Graduation | |  | | |  |
| Post- Graduation | |  | | |  |
| Ph.D. | |  | | |  |
| Any Other | |  | | |  |
| **Employment Record** | | | | | | | |
| **Sr. No.** | **Post and Department** | | **Grade** | | **Period** | | **Total Yrs.** |
| **From** | **To** |
|  |  | |  | |  |  |  |
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| **Institution Building (Major Contribution).** | |
|  | **1.**  **2.**  **3.** |
| **Experience in Software handling related to Finance / Account System.** | |
|  | **1.**  **2.** |
| **Experience in Government of India Services (Preferably from Indian Audit & Account Services)** | |
|  | **1.**  **2.** |
| **Any other (Award / Conference attended etc.) ……………………** | |

**Indicate the time required to join, if selected ……………………**