

**No. A-12011/02/2022-Estt**

Commission for Air Quality Management in National Capital Region and Adjoining Areas  
17<sup>th</sup> Floor, Jawahar Vyapar Bhawan, (STC Building),  
Tolstoy Marg, New Delhi - 110001.

**Date of publication in Employment News – 23<sup>rd</sup> December, 2023**

**Last date of submission of application – 12<sup>th</sup> January, 2024**

The Commission for Air Quality Management in National Capital Region and Adjoining Areas (CAQM) has been set up for better co-ordination, research, identification and resolution of problems surrounding the air quality index and for matters connected therewith. Commission invites applications for recruitment to the following regular posts on Direct Recruitment basis:-

Sl. N.	Posts	No. of post	Scale of pay	Category
1	Assistant Legal Advisor	1	Pay Matrix Level-10; Rs.56100-177500/-	UR
2	Legal Assistant	2	Pay Matrix Level-7; Rs.44900 - 142400/-	UR
3	Accountant	1	Pay Matrix Level-5; Rs.29200-92300	UR

**Eligibility Criteria:**

**Sl. No.1: Assistant Legal Advisor:**

**Age:** 35 years (Age relaxation for reserved category candidates and Government Servant as per relevant instructions of the Central Government).

**Essential qualifications:** Bachelor's degree in Law from a recognised university with four years' experience of legal work in the Government or Statutory Bodies or Public Sector Undertakings.

OR

Master Degree or PhD or M Phil in Law with two years' experience in the Government or Statutory Bodies or Public Sector Undertakings.

**Desirable:** Experience of legal work in the field of Pollution Control or Environment Protection.

**Sl. No.2: Legal Assistant :**

**Age:** 32 years (Age relaxation for reserved category candidates and Government Servant as per relevant instructions of the Central Government)

**Essential qualifications:** Bachelor's degree in Law from a recognised university with two years' experience of legal work in the Government or Statutory Bodies or Public Sector Undertakings.

OR

Master Degree or PhD or M Phil in Law from recognized university

**Desirable:** Experience of legal work in the field of Pollution Control or Environment Protection.

**Sl. No.3: Accountant:**

**Age:** 30 years (Age relaxation for reserved category candidates and Government Servant as per relevant instructions of the Central Government)

**Essential Qualifications:** Bachelor's degree from a recognized university in Commerce.

**Desirable:** CA or ICWA recognized by the Institute of Chartered Accountants.

NOTE; All the above posts are suitable for Person with Benchmark Disability (PwBD). However, no post is reserved for PwBD Category.

**General Information:**

- i. Application giving particulars as per the prescribed format with a passport size photograph on the application at the space indicated with self-attested copies of certificates should be addressed to **the Under Secretary (Admin), Commission for Air Quality Management in National Capital Region and Adjoining Areas, 17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi – 110001**. The envelope containing the application form should be superscribed with "Application for the post of "(Name of the post)."
- ii. The post carries usual allowances as admissible to Central Government Employees of corresponding status. The selected candidate will be initially appointed on probation for a period of two years.
- iii. The place of posting is likely to be Headquarters, New Delhi. However, the selected candidate is liable to be posted anywhere in India based on requirement.
- iv. The crucial date for determining age limit and other eligibility criteria such as qualifications, experience, etc. as per advertisement shall be the closing date for receipt of application.
- v. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for screening test / skill test / interview but will be subject to fulfillment of other prescribed eligibility conditions.
- vi. The candidate should mention all his / her qualifications and experience in the relevant field over and above the minimum qualification including those relevant to the Desirable Qualifications.
- vii. The Scheme, Schedule and Syllabus for Recruitment Test will be decided by the CAQM in due course and shall be uploaded only on Commission's website for information of candidates, well before commencement of Recruitment Test i.e. at least one month before the date of Recruitment Test.
- viii. Selection criteria for the various advertised posts is as under:-

<b>Name of the post</b>	<b>Respective Weightage to Recruitment Test, Desirable Qualification and Interview (wherever applicable)</b>
Assistant Legal Advisor	60% weightage for recruitment test, 15% weightage for desirable qualification to be graded on desirable qualifications/ experience as per recruitment rules and 25% weightage for interview
Legal Assistant	85% weightage for recruitment test and 15% weightage for desirable qualification to be graded on desirable qualifications / experience as per recruitment rules.
Accountant	85% weightage for recruitment test and 15% weightage for desirable qualification to be graded on desirable qualifications.

- ix. Candidate shortlisted on merit basis taking into account combined marks of the Recruitment Test and assessment of Desirable Qualification, are eligible to be called for the interview for the post of Assistant Legal Advisor, subject to fulfilling the other required/ prescribed eligibility conditions. For the posts of Legal Assistant and Accountant there is no Interview and the candidates qualified on the basis of the combined marks of the Recruitment Test and assessment of Desirable Qualification are eligible for final selection, subject to fulfilling the other required/ prescribed eligibility conditions.

- x. The Commission reserves the right to fill up or not to fill up or vary the number of posts advertised.
- xi. Self-attested copies of the caste certificate, wherever required, as per the prescribed format of Govt. of India shall be attached with the application.
- xii. Those who, are employed in the Central / State Government / Autonomous Organization / Central & State Public Sectors Undertaking/Organization should apply through proper channel otherwise their application will not be considered.
- xiii. Applicant desirous to apply to the post shall satisfy themselves before applying for the posts that they fulfill the essential qualification and experience criteria prescribed for the post they are applying for.
- xiv. The decision of the Commission in all matters including those related to eligibility conditions, acceptance or rejection of the application, mode of selection, scheme, syllabus, etc. will be final and binding on the candidates, therefore, no request / representation will be entertained in this regard.
- xv. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form and providing any information to the Commission. Candidates are also warned that they should in no case, correct or alter or otherwise tamper with any entry in a document or its attested / certified copy submitted by them nor should they submit a tampered / fabricated document.
- xvi. Incomplete / unsigned application / application without photograph / application not in prescribed proforma, application where required fee has not been submitted along with the application, and those applications received in the Commission after closing date, will be rejected without assigning any reason.
- xvii. Canvassing in any form will disqualify a candidate for the recruitment.
- xviii. **Candidates should give their own functional mobile number besides valid and active email ID which should remain unchanged till the completion of the recruitment process.** The Commission will not entertain any request for change of mobile number and email address after submission of application. Contact details such as email, mobile number, correspondence and permanent address etc. must be correct and active during the recruitment process. Post receipt of applications, no written / telephonic communication with the Commission will be entertained. All details will be uploaded on the website of the Commission <https://caqm.nic.in/>
- xix. Persons with Benchmark Disabilities (PwBD), can apply to the respective posts even if the post is not reserved for them but has been identified as suitable for PwBD. However, such candidates will be considered for selection to such post on general standards of merit.
- xx. **Application Fee:-**
- | <b>Name of Post Application</b>        | <b>Fee</b> |
|--|------------|
| Assistant Legal Advisor (Pay Level-10) | Rs.500/-   |
| Legal Assistant (Pay Level 7)          | Rs.400/-   |
| Accountant (Pay Level 5)               | Rs.300/-   |
- xxi. **Mode of Fee Payment:** By way of Demand Draft in favour of Commission for Air Quality Management in National Capital Region and Adjoining Areas (CAQM) payable at New Delhi submitted along with the application form.

- xxii. SC/ ST/ PwBD/ Women and Economically Weaker Sections candidates are exempted from paying the application fee. The necessary certificate, if applicable, issued by the appropriate authority must be attached with the application for exemption in application fee.
- xxiii. Application fee once paid shall not be refunded under any circumstances.
- xxiv. Applicant must ensure that the application, complete in all respect reach the Commission by **Speed/Registered Post**, within 21 days (during office hours) from date of its publication in the Employment News. In case the last date happens to be Saturday/Sunday/Gazetted holiday, the next working day shall be treated as the last date.

**Under Secretary (Admin)**

## **INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES**

### **1. CITIZENSHIP:**

A Candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**NOTE :** The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

**2. AGE LIMITS:** The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations.

**3. MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

#### **4. CONCESSIONS & RELAXATIONS:**

**a) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs** shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six month after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issue certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate to the Commission.

**NOTE:** Ex Servicemen who have already secured regular employment under the Central Government in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Government. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Government jobs.

**b) In order to qualify for the concession under (a) above,** candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

- (i) In case of Commissioned Officers including ECOs/SSCOs:  
Army: Directorate of Personnel Service, Army Headquarters, New Delhi.  
Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.  
Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.
- (ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:  
Army: By various Regimental Record Offices.  
Navy: Naval Records, Bombay  
Air Force: Air Force Records, New Delhi.

#### **c) Age relaxation for Central Government employees:**

The upper age limit is relaxable for Central/U.T. Government Servants up to 5 years as per instructions issued by the Government of India from time to time. This relaxation will be admissible to Government servants with 3 years continuous service in Central Government and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with the CAQM. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para would be required to produce a Certificate from his/her Employer on the office letter head to the effect that he/she is a regularly appointed Central Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

#### **d) Age relaxation to Persons with Benchmark Disabilities (PwBD):**

- i) Age relaxation of 10 years in upper age limit shall be allowed to persons suffering from (a) blindness and low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, Leprosy Cured, Dwarfism, Acid Attack Victims & Muscular Dystrophy, (d) Autism, intellectual disability, specific learning disability and mental illness, (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities in case of direct recruitment to all civil

posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

iv) The above provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

v) The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in the Schedule {Clause (22) of Section 2} of the Act "The Rights of persons with Disabilities Act, 2016.

**e. Facility of scribe for candidates appearing in Recruitment Test to Persons with Benchmark Disabilities (PwBD):**

Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected-BA) and cerebral palsy will be provided the facility of scribe if desired by the person. In case of other categories of Persons with Benchmark Disabilities as defined under Section 2 (r) of the RPWD Act, 2016, the facility of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution, Candidates have discretion of opting for his/her own scribe or request the CAQM for the same. The details of the scribe i.e. whether own or the Commission's and details of the scribe (in case the candidate is bringing his/her own scribe), will sought at the time of filling the application. The qualification of the scribe should not be more than the minimum qualifications required for the post.

**5. Documentary support for any other claim(s) made.**

**Note:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

- i) Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.
- ii) The candidates are advised to submit the Application well in advance without waiting for the closing date.

**“WARNING”:**

**CANDIDATES WILL BE SHORT-LISTED ONLY ON THE BASIS OF THE INFORMATION / DOCUMENTS PROVIDED BY THEM IN THEIR APPLICATIONS DOCUMENTS SUBMITTED IN SUPPORT OF THE CLAIM MADE IN THE APPLICATION WILL BE EXAMINED ONLY IF THE CANDIDATE IS PRIMA FACIE ELIGIBLE TO BE SHORTLISTED ON THE BASIS OF INFORMATION / DOCUMENTS REGARDING QUALIFICATIONS AND EXPERIENCE CLAIMED IN THE APPLICATION, VARIOUS REPORTS AS PER THE ADVERTISEMENT AND**

**MODALITIES AND CRITERIA ADOPTED FOR SHORTLISTING. CANDIDATES MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE CAQM FROM ANY EXAMINATION OR SELECTION HELD BY THEM.**

**6. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF DOCUMENTS VERIFICATION.**

**(I) The following Original Documents/ Certificates along with self-attested copies and other items specified in the Summon Letter for interview are to be produced at the time of interview wherever applicable, failing which the candidate would not be allowed to appear in the Interview:-**

- a) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>h</sup> Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).
- b) Degree/Diploma certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed including those relevant to Desirable Qualifications. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- d) Certificate(s) from the Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year). The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s).
- e) Caste certificate by candidate seeking reservation as SC/ST for seeking fee exemption, in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST and the village/town the candidate is ordinarily a resident of.
- f) Certificate of Disability in prescribed proforma issued by the competent authority to Persons with Benchmark Disabilities (PwBD) persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Certificate of Disability shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/Cerebral/Visual/Hearing disability, as the case may be.

- g) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-
- (i) **In case of marriage of women** - Photocopy of Husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
  - iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
  - iv) **In other circumstances for change of name for both male and female**  
Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
- h) Certificate/ Document in respect of Age relaxation for:
- (i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs from competent authority.
  - (ii) Central/UT Government Employees/Servants in prescribed proforma from Competent Authority issued after the date of advertisement.
  - (iii) Persons seeking age relaxation under special provision/ order.
  - i) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/ contract basis are however required to submit a declaration that they have inform in writing to their Head of Office/Department that they have applied for the selection.
  - j) Documentary support for any other claim(s) made.

**6(II). The shortlisted candidates (In case of recruitment for the post of Accountant and Legal Assistant where, interview is not involved, will produce a document (as applicable) as and when called for by the Commission.**

**NOTE I:** Date of birth mentioned in Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

**NOTE II:** The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates.

**7. (A) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper



with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is declared by the Commission to be guilty of:

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person, or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature or the selection, or
- g) using unfair means during the test, or
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the CAQM for the conduct of their test, or
- k) bringing mobile phone/Communication device in the Test Centre/Interview hall.
- l) attempting to commit or, as the case may be, abetting the CAQM of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - (i) to be disqualified by the CAQM from selection for which he/she is a candidate, and/or
  - (ii) to be debarred either permanently or for a specified period by the CAQM from any examination or selection held by them.

#### **B. OTHER INFORMATION/INSTRUCTIONS:**

- a) Candidates must, if required, attend a personal interview at such place, as may be fixed by CAQM.
- b) The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Commission.
- c) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Commission may require.
- d) Candidates will be informed of the final result in due course through CAQM's website and any interim enquiries about the result will not be attended to. The Commission will not enter into correspondence with the candidates about reasons for their non-selection for interview/appointment.

## **IMPORTANT**

### **MOBILE PHONES AND ELECTRONICS GADGETS INCLUDING ANY COMMUNICATION DEVICE ARE BANNED AT THE TEST CENTRE / INTERVIEW HALL**

- a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- b) In case of any guidance/information/clarification regarding their applications, candidature, etc. candidates can contact CAQM's in person or over Telephone No. 011-23701213 on any working day within 21 days from the date of its publication in the Employment News between 9.30 hrs and 18.00 hrs.

**Under Secretary (Admin)**

## APPLICATION FORMAT

*(Candidates should fill up application forms carefully and correctly in CAPITAL LETTERS with BLUE OR BLACK BALL PEN. No column should be left blank)*

Space for  
recent  
Passport size  
colour  
photograph

1. Post applied for : \_\_\_\_\_
2. Name of the applicant in Full (Mr/Ms./Dr) :  
\_\_\_\_\_  
*(attach self-attested copy of Govt. of India issued photo Identity Card)*
3. Address:
  - a. Correspondence \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
  - b. Permanent \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
4. Mobile No.: (+91) \_\_\_\_\_  
*(Only one valid Mobile No.)*
5. Email ID : \_\_\_\_\_  
*(Only one valid & active Email ID)*
6. Date of Birth : \_\_\_/\_\_\_/\_\_\_  
(DD/MM/YYYY)
7. Nationality : \_\_\_\_\_
8. Sex : Male ( ) Female ( ) Other ( )
9. Marital Status : Married/Unmarried/Divorced/Widow \_\_\_\_\_
10. Father's/Husband's/Mother's Name : \_\_\_\_\_
11. Indicate Category (SC/ST/OBC/PwBD/Ex-S. Man/EWS/UR) \_\_\_\_\_
  - (a) In case of PwBD category whether the scribe is required: Yes/No \_\_\_\_\_.  
If Yes, whether scribe required from CAQM/Own: \_\_\_\_\_.
  - (b) Enclose self-attested copy of category certificate.

12. Educational/Professional Qualification obtained (commencing with Matriculation or equivalent examination, attach self-attested copies of all certificates).

S.N.	Certificate/ Degree	Board/University	Subjects	Year of passing

13. Experience (Attach self-attested copies of experience certificates)

Name of the Employer/ Organisation	Post Held	From		Nature of duties	Scale of pay and last salary drawn
			to		
Total Experience in DD/MM/YYYY:					

**(NOTE: The period of experience rendered by a candidate on part time basis, daily wages, visiting guest faculty will not be counted while calculating the valid experience for short listing of the candidates.**

14. Fees Details:

DD No.	Date	Issuing Bank	Branch	Amount

15. Please state clearly in the light of above entries whether you meet the requirements of the post (Yes/No): \_\_\_\_\_.

16. Are you under any contractual obligation to serve the Central/State Government/Public Sector Undertaking/Autonomous Body? If so, please furnish full details.

**Declaration:**

I hereby declare that the information furnished & entries made in this form and the additional particulars, if any, furnished herewith by me are true to the best of my knowledge & belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material information, my appointment shall be liable for termination without notice or compensation.

**(Signature of the Applicant)**

**List of Enclosures:**

1. Demand Draft (in Original)
- 2.
- 3.
- 4.

Date:

Place: