

for office use:

ANNEXURE – III

MIZORAM UNIVERSITY : AIZAWL
(Application form – Prescribed format)

*Affix recent
passport size
colour
photograph
(Do not staple)*

Advertisement No. : A.12031/1/16-Est.(NT)/36-53

Dated Aizawl, the 17th Nov., 2016

Name of post applied: _____

Post Code: _____

1. Demand Draft No. _____ Date: _____ Amount: Rs. _____

2. Name of the Applicant :
(in block letters)

3. Sex :

4. Father's Name :

5. Date and Place of Birth :

6. Religion :

7. Category - SC/ST/OBC/General :

8. Whether Physically Handicapped? :
(If 'yes', state whether VH/HH/OH)

9. Permanent Address :

Vill./Town/City :

District :

State :

PIN Code :

10. Address for Correspondence :

Phone :

E-mail :

11. Academic records beginning with High School Examination:

Sl. No.	Examination Passed	Division (with % of marks)	Subject(s)	Year	Board / University	Distinction Achieved if any

12. Technical qualifications, if any:

13. Work experience, with particulars of posts held:

Sl. No.	Post Held	Employer	Last Basic Pay Drawn with pay scale	Nature of work	Period with dates From: To:

14. List of Enclosures :

(i)

(ii)

(iii)

(iv)

(v)

(vi)

Note: All particulars should be supported by relevant documents.

*I have read the ‘**terms and conditions**’ of the advertisement and willing to abide by the same.*

I also certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in Mizoram University.

Date :

Place :

Signature of the Candidate

.....

**FORMAT OF CERTIFICATES REQUIRED TO BE ENCLOSED BY
CANDIDATES IN-SERVICE**

INTEGRITY CERTIFICATE

After scrutinizing ACR/APAR of Dr./Shri / Smt. / Ms. _____
who has applied for the post of _____ in Mizoram
University, it is certified that his/her integrity is beyond doubt.

Date :

**Authorized signatory
Name & Official Seal**

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending
or contemplated against Dr./Shri / Smt. / Ms. _____ who
has applied for the post of _____ in Mizoram University.

Date :

**Authorized signatory
Name & Official Seal**

ANNEXURE-V

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kumari _____
son/daughter of _____ of village / town
_____ in the State / Union Territory
_____ belongs to the _____
Community which is recognized as a backward class under the Government of India, Ministry of
Social Justice and Empowerment's Resolution No. _____
dated _____. Shri/Smt./Kumari _____
and/or his/her family ordinarily reside(s) in the _____
District / Division of the State/Union Territory. This is also to certify that he/she does not belong to
the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government
of India, Department of Personnel & Training O.M.No.36012/22/93-Estt.(SCT) dated 8.9.1993**.

**District Magistrate
Deputy Commissioner etc.**

Date :

Seal

* - The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note :- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

BIO-DATA / CURRICULUM VITAE (CV) PROFORMA TO BE ENCLOSED BY
CANDIDATES FOR INTERNAL AUDIT OFFICER

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.	i)Date of entry into service	
	ii)Date of retirement under Central / State Government Rules	
4.Educational Qualifications		
5.Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications / Experience required as mentioned in the advertisement / vacancy circular		Qualifications / experience possessed by the Officer
Essential : Officers belonging to Audit and Accounts Services or other similar services :- Holding analogous posts on regular basis; OR With 3 years' regular service in the PB-3 Rs.15,600-39,100 with GP Rs.6,600/-; OR With 5 years' regular service in the PB-3 Rs.15,600-39,100 with GP Rs.5,400/-		Essential
Note : In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.		
6.Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1 Note : Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important : Pay-band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation / contract basis, please state -			
a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

<p>9.1 Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note : Information under Column 3 © & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.</p>		
<p>10.If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11.Additional details about present employment :</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p>12.Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>13.Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>		
<p>14.Total emoluments per month now drawn</p>		
<p>Basic Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break-up details)	Total Emoluments
16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement) <i>(Note : Enclose a separate sheet, if the space is insufficient)</i>		
16.B. Achievements : The candidates are requested to indicate information with regard to ; (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information <i>(Note : Enclose a separate sheet if the space is insufficient)</i>		
17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)		
# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC / ST		

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Date

Address_____
