



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi – 110 068

APPLICATION FORM

[For the Posts of Finance Officer / Chief Project Officer]

Recent passport  
size Photograph  
to be pasted

POST APPLIED FOR .....

Advertisement No. ....

Dated .....

1. (i) Name (in block letters) .....  
(ii) Father's Name .....

2. Date of birth ..... Age (as on date) .....

3. Nationality ..... Sex .....

4. Married/Unmarried .....

5. Address at which a reply to this application, if any, may be sent :	Permanent Address
.....	.....
.....	.....
.....	.....
.....	.....
Pin Code No. ....	Pin Code No. ....
Telephone No. (if any) .....	Telephone No. (if any) .....

6. Do you belong to Scheduled Caste/Scheduled tribe?  
If yes, Please state clearly and attach certificate in  
support thereof, positively.

Note: The selected candidates shall produce, in original the matriculation or equivalent certificates as proof of the date of birth. No other evidence will be accepted.

7. (a) Post held, if any, at the time of sending the application with date of appointment (state whether permanent, on probation or temporary)
- (b) Name of Employing Authority
- 

8. (a) Present basic monthly pay and allowances (State separately): Pay Band:-

	Basic Pay	-	Rs.
	Grade Pay	-	Rs.
1.	Dearness	-	Rs.
2.	Transport	-	Rs.
3.	House Rent	-	Rs.
4.	Any other Allowances	-	Rs.
5.	Total emoluments	-	<hr/>

- (b) Date of next increment:
- (c) Age of retirement in the present post:
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9. Minimum basic pay acceptable Rs. .... per month.
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10. (a) Whether the candidate is receiving any pension benefit. If so, the amount of pension and pension equivalent of gratuity must be indicated.
- (b) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post. If so, the amount of pension and the pension benefits may be indicated, if selected for appointment in the University.
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11. Membership of Learned Bodies:
-

12. Academic Qualifications:  
(Examination passed from Matriculation/Higher Secondary onwards).

Examination and Year	Subject (s)	Division	Percentage of marks obtained	School/College attended	Name of the Board/University

13. Experience:

Name of the Institution/ Organisation	Designation	Nature of Post: Permanent/ Temporary	Nature of assignment	Period (give dates)		Length of Experience	
				From	To	Years	Months

14. Have you ever been debarred or punished for adopting unfair Means in any Examination by any Institution/Board or University? If so, please specify.

15. (i) (a) Has any disciplinary action been taken against you by any University/Institution where you have served? (Yes/No)

(b) Is any disciplinary inquiry/action pending against you in any University/Institution/Organisation where you have served? (Yes/No)

(c) Have you ever been convicted by any court of law in India for any criminal offence? (Yes/No)

(d) Is any criminal case pending against you in any court of law in India? (Yes/No)

(ii) If answer to any of the above questions (a) to (d) is yes, please give details of the case.

Date:

Signature of applicant

16. DECLARATION

I declare that the statements made in this application are true and complete to the best of my knowledge and belief. I am aware that if at any stage it is found that the statements made are not true or are incomplete or misleading, the appointment, if made will be cancelled.

Place:

Date:

Signature of applicant

17. Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organisation has no objection to the candidature of the applicant being considered for the post applied for. As per requirement, the following documents duly verified are attached herewith for your information:

1. Cadre clearance
2. Vigilance clearance
3. Attested copies of ACRs for the last 5 years

Signature .....

(Head of the Institution/Organisation)

Designation .....

Address .....

.....

.....

Pin Code No. ....

Telephone No. ....

Place:

Date: