

**Application Proforma for the post of Finance Officer**

**Part – A**

(Application preferable typed)

1. Post Applied for on deputation basis or short term contract basis (please indicate specific)
2. Name of Applicant (in Block letters)
3. Address in Block Letters
4. Contact No.  
    Landline (with STD Code):  
    Mobile No:
5. E-mail including alternative e-mail (if any)
6. Category (gen/SC/ST/OBC)
7. Date of Birth
8. Date of retirement under Central Government rules
9. Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)

Sl. No.	Exam Passed	Year	Subject Offered	Board/University	%age of marks

10. Details of employment in chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)

Office/ Institution/ Organization	Post Held	From	To	Scale of Pay/Pay band & Grade Pay and basic pay. (In CDA/IDA Pattern)	Nature of Duties

11. 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	Qualifications/Experience possessed by the officer
<p><b>Deputation:</b>            Employees of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post in the parent cadre or department;</p> <p>OR</p> <p>(ii) With 05 years' service in the grade rendered after appointment in Level-10( Rs 56,100-177,500) of pay matrix in the parent cadre or department</p> <p><b>Desirable:</b></p> <p>i.) MBA(Finance)/Post Graduate Degree in Commerce or PG Diploma in Financial Management from a recognizes University/Institute;</p> <p>ii) Experience of working Educational/Training Institute</p>	

12. Nature of present employment, i.e. Adhoc or Temporary or Permanent

13. In case the present employment is held on Deputation/Contract basis, please state: -

- (a) The date of initial appointment on Deputation/Contract
- (b) Period of appointment on Deputation/Contract
- (c) Name and address of the parent office/organization to which applicant belongs.

14. Additional details about present employment. Please State whether working under: -

- (a) Central Government/State Govt.
- (b) Autonomous Body

(c) PSU/Statuary Body/University

15. Gross monthly emoluments drawn with grade pay (please provide details thereof)  
(also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)

16. Additional information, if any, which you would like to mention in support of your suitability to the post. (This is among other things may provide information with regard to)

(i) Additional academic qualification

(ii) Professional training

(iii) Work experience over and above prescribed in the advertisement

(Please use separate sheet in case space is insufficient)

DECLARATION: I have read the term and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NCGG, in case, any information given above is found to be incorrect/incomplete or false/forged.

Place & Date:

Signature of the applicant

**PART – B**  
**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY**

1.	Whether the officer meets eligibility requirements as on the closing date of application	
2. (a)(i)	Whether any vigilance case is pending or contemplated Against the officer	
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during the last ten years	
(ii)	Indicate whether any penalty is in operation as on date.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether officer is presently working in parent cadre or deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which deputation or another ex-cadre post and the remaining tenure of his cadre clearance.  Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2022 submitted within prescribed time.	

If is certified that the information/entries furnished by the officer has been verified from the service records.

Date:

Signature of the forwarding authority  
(with stamp)

**PART – C**

**Check-list of documents to be attached**

(Please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2018-19 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No report certificate (NRC) for that period to be attached along with ACR/APARs of the previous years(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling/appointing authority	

Signature of the forwarding authority  
(with stamp)