

## **Format of application for the post of Secretary, NCSM on Direct Recruitment Basis**

**Application Format:** Applications may be sent in plain paper furnishing the following information in the prescribed format as below:

*Recent passport size photo of the candidate to be pasted here*

<b>1. No</b>	<b>Particulars</b>	<b>Details</b>
1	Full Name	
2	Mailing Address	
3	e-mail	
4	Contact No	
5	Date of Birth	
6	Category	
7	Examinations passed from the first University level, dates, disciplines and divisions	
8	Experience with names and addresses of the Present and Past Employers, manners of employment and remunerations	
9	A brief statement on his/her experience in a Senior position in Administration/ Establishment	
10	Other relevant information regarding suitability of candidates for the post notified	
11	Details of e-remitted application fee <i>(Copy to be enclosed with application)</i>  <b>OR</b>  Details of Demand Draft No. & date <i>(To be enclosed with application)</i>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the prescribed format 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.

Date:

Full Signature of the candidate