

Annexure-I

FORMAT OF APPLICATION

Copy of passport
size photograph
to be pasted here

1. Name in full (BLOCK LETTERS): _____
2. Post Applied for : _____
3. Father's/Husband's Name : _____
4. Date of Birth (DD/MM/YYYY) : _____
5. Age as on closing date of receipt of application: (Years) _____
(Months) _____ (Days) _____
6. Nationality : _____
7. Sex (Male/Female) : _____
8. Permanent residential Address: _____

District: _____ State: _____ Pin: _____
9. Address for correspondence : _____

District: _____ State: _____ Pin: _____
10. (a) Telephone No. (With STD Code):

- (b) Mobile No. : _____
11. E-Mail address : _____
12. (a) Present Employer : _____
- (b) Status of Present employer:
- (i) Central Government (ii) State Government
(iii) Autonomous Organization (iv) Public Sector Undertaking
(v) Others
- (c) Present post held : _____
- (d) Complete postal address of employer: _____
- _____

13. Educational Qualifications (In chronological order):

Sl. No.	Examination	University/Board	Year of Passing	Division / Grade	% of Marks	Subject(s)

(Attach a separate sheet if required)

14. Experience (In chronological order):

Sl. No.	Name of the Institutions/ Organization	Post held	Scale of Pay i.e. Pay level/ pay band and grade pay	Nature of appointment (Permanent/ Adhoc / Temporary)	Period		Nature of Work	Last Basic Pay (in ₹.)	Reason (s) for Leaving
					From	To			

(Attach a separate sheet if required)

15.	Please state briefly how you find yourself best suitable for the post applied for:

16. Achievement(s)/Award(s) : _____

17. Membership in Professional body: _____

18. Extra-curricular activities : _____

19. Hobbies : _____

20. Any other information : _____

21. Name and address with telephone numbers of two references (other than relatives).

1.

2.

22. I, do hereby declare that-

- i. In view of the information submitted above, I am eligible for the post applied for.
- ii. I have never been punished or been convicted by a Court of Law for any offence.
- iii. There are no criminal proceedings contemplated/ pending against me.
- iv. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment forfeited. I have carefully read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

Annexure-II

INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. **CITIZENSHIP:** Applicant must be an Indian Citizen.
2. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential minimum qualifications required for the post and other conditions stipulated. They are advised to satisfy themselves before applying, that they possess at least the essential qualifications and essential experience laid down for the posts applied for, or otherwise provided in the Advertisement.
3. The candidate should mention all the qualifications and experience in the relevant column over and above the minimum qualifications and should attach self-attested copies of the Certificates including mark sheets in support thereof.
4. In support of Educational Qualifications, mere submission of the mark sheets alone in lieu of Degree / Diploma / Educational Certificates will not be accepted by the GSDL.
5. The provisional claim whatsoever in regard to eligibility criteria for the post(s) will not be accepted by the GSDL.
6. The date of determining the eligibility, educational qualifications, experience and age limit prescribed for the various posts mentioned above shall be the last date prescribed for submission of application.
7. **Only post qualification (as prescribed) experience would be taken as relevant experience.**
8. **HOW TO APPLY**
 - (i) Candidates must carefully read the instruction and apply in the Application Format given in **Annexure-I**, which can be downloaded from the website of GSDL i.e. www.gsdl.org.in.
 - (ii) The application should be submitted strictly in accordance with the prescribed format. Any alternations/ cuttings/ over-writing shall be duly countersigned by the Candidate.

(iii) Before filling in the application form, the candidate must be ensure of fulfilling the eligibility criteria with respect to age, essential qualifications and experience etc. for the post being applied for. His/ her candidature will stand cancelled in case the candidate does not fulfill the eligibility criteria and/ or has furnished incorrect/ false information/ certificate/ documents or has suppressed any material fact(s).

(iv) The application, complete in all aspects must reach the **Company Secretary, GSDL, 3rd Floor, C-Wing, Vikas Bhawan-II, Civil Lines, Delhi - 110054, by SPEED POST or REGISTERED POST** on or before the prescribed closing date.

9. Candidates should clearly note that the GSDL will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. The application received after the prescribed last date will **NOT** be entertained under any circumstances and all such applications will be summarily rejected. Candidates should, therefore, ensure that their application(s) reaches GSDL's office on or before the prescribed last date.

10. Candidates are requested to super scribe the words "**APPLICATION FOR THE POST OF (AGM (GIS))**" on the top of the Envelope while sending the application. Candidates need to submit separate application form for each post.

11. **CERTIFICATE(S) TO BE ATTACHED:** Candidates should note that they should attach with their applications self-attested copies of the following documents:

(i) Matriculation or equivalent certificate in support of their declaration of age.

(ii) Degree or Diploma Certificate or other certificate including mark-sheets in support of their educational qualifications;

(iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated.

(iv) In case of candidates applying on Short Term Contract on contractual basis, Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the

post(s) with duration(s). These certificates should be issued on Letter Head and duly stamped by the Competent Authority.

(v) In case of candidates applying on deputation basis, Certificate from Employer/ Head of office/ Forwarding authority as per **Annexure-III** has to be enclosed.

12. ORIGINAL CERTIFICATE(S) SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF INTERACTION.

13. Candidate should note that the date of birth only as recorded in the Matriculation, Higher Secondary Examination Certificate or an equivalent certificate will be accepted by the GSDL and no subsequent request for its change will be considered or granted.

14. If copies of the above certificates are not received with the application, it will be rejected and no appeal against its rejection will be entertained.

15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT: Candidates must not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates must also not furnish the certificate(s)/document(s) having any correction or alteration or any tampering in a document or its attested copy submitted by them. If there is any inconsistency between two or more documents or their attested copies, an explanation regarding such inconsistency should be submitted.

16. OTHER INFORMATION/INSTRUCTION:

(i) All Candidates, whether in Government service or in Government owned organization or other similar organizations may submit their applications directly to the GSDL However, they are required to submit a declaration that they have informed, in writing, to their Head of Office/Department, that they have applied for the post of **AGM (GIS)**. If any candidate forwards his application through his employer, he should ensure that at least an advance copy reaches the GSDL by the closing date; otherwise, it is likely to be rejected. The candidates in private employment may submit their applications directly to the GSDL.

(ii) Candidates must present themselves at such place, as may be fixed by the GSDL for a personal interview as and when required. The GSDL does not defray payment of any expenses by the candidates called for interview.

(iii) The GSDL will publish the results on its web-site in due course. The GSDL will, therefore, not entertain any query regarding publication of results. Further, the GSDL will not enter into any correspondence with the candidates about reasons for their non-selection.

(iv) Canvassing in any form will disqualify the candidate.

(S.K. Taneja)
Company Secretary

Annexure-III

(Certificate to be furnished by the Employer/ Head of office/ Forwarding authority)

Certified that the information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:

- i. That there is no vigilance/ disciplinary case or criminal case pending or contemplated against Sh./ Smt. _____
- ii. That his/ her integrity is certified.
- iii. That his/ her CR/ APAR dossier in original is enclosed/ photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. That no major/ minor penalty has been imposed on him/ her during that last ten years or A list of major/ minor penalties imposed on him/ her during the last ten years is enclosed (as the case may be).
- v. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature_____

Name and Designation_____

Tel. No. _____

Official Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.