



# Dr. Rajendra Prasad Central Agricultural University

Pusa, Samastipur, Bihar -848125

## APPLICATION FORM FOR THE POST OF FIRST COMPTROLLER

<b>(For office use only)</b>						<div style="border: 1px solid black; padding: 5px;"> <p><i>Paste your recent passport size photograph here and sign across the photo so that part of signature should be on form.</i></p> </div>	
<b>Eligible:</b> ..... (Yes / No) If not Eligible, reason thereof: ..... .....							
<b>(Signatures of Screening Committee Members)</b>							
<b>Details of Fee Payment</b> ( <i>Payment of ₹ 1000/- only for General, OBC and EWS category candidates Payment of ₹ 500/- only for SC, ST and Women candidates.</i> )							
Unique Transaction Reference No.		Date of transaction		Amount		Name of the Bank used for payment	
1	Name (In Capital Letters)	First Name			Middle Name	Surname	
2	Date of birth	Day	Month	Year	Age as on last date of advertisement	Years	Months
3	Place of birth	City/Village			State	Country	
4	Mother's Name						
5	Father's Name						
6	Address	Correspondence			Permanent		
		City:	District:	State:	Pin Code:	Mobile:	Email:
7	Nationality						
8	Sex	Male/ Female/Transgender: _____					

<b>9</b>	<b>Community/ Category</b> <b>(Please strike out whichever options are not applicable)</b>	UR/OBC/SC/ST/EWS: _____ Sl. No. of proof enclosed (if belongs to Reserved Category): _____
<b>10</b>	<b>Marital status</b>	Married/Unmarried/Divorced: _____ If married, name of spouse _____

**11. Educational Qualifications** (Attach additional pages, if required)

	Name of course	Name of the Board/ University	Year passed	Division	CGPA (if grading is applicable)	% of Marks (pl. indicates equivalent to CGPA also)	Subjects studied	Sl. No. of proof of enclosure
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
10th Class / equivalent								
10+2/Higher Secondary/ equivalent								
Bachelor's degree								
Master's degree								
Any other exams passed	Name of Course/Subject				Roll No.		Year	Sl. No. of Proof of enclosure

**12. Chronological list of Experience** (starting from current position/ employment)

Designation	Name & address of employer	Period of Experience			Nature of work/ duties	Sl. No. of proof of enclosure
		From	To	Pay level as per 7 <sup>th</sup> CPC and Basic pay drawn		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

\* (Add separate sheet if required, to be annexed at relevant S. No.)

<b>13. Nature of Experience</b>				
	No. of Years	No. of Months	No. of Days	Sl. No. of proof of enclosure
a) Teaching				
b) Administrative				
c) Research				
d) Other experience, if any				
<b>Total Experience</b>				

\* (Add separate sheet if required, to be annexed at relevant S.No.)

<b>14. Details of the training programme attended</b>			
Name of the Programme	Year	Duration (in days)	Organizing Institution

<b>15. Details of the Management Development Programmes attended</b>			
Name of the Programme	Year	Duration (in days)	Organizing Institution

<b>14. Details of the orientation programmes/training programmes/workshops</b>			
Name of the Programme	Year	Duration (in days)	Organizing Institution

<b>14. Details of the refresher programmes attended</b>			
Name of the Programme	Year	Duration (in days)	Organizing Institution

<b>14. Please provide details of two (02) referees (Not related to the candidate). At least one should be current superior.</b>				
Name of the referee	Designation	Address	Contact No.	Email ID

15. Have you ever been punished during your studies at College/University? (Yes/No) :
16. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
17. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :
18. Do you have any case pending against you in any court of law? (Yes/No) :
19. **Any other information/qualification relevant to the post applied for:**

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**20. Declaration**

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ hereby declare that all the statements and entries made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment may be cancelled by the University.

I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

\_\_\_\_\_  
 \*Name as signed (in BLOCK LETTER)

Date: \_\_\_\_\_

*\*Application not signed by the candidate is liable to be rejected*

**21. Endorsement by the EMPLOYER** (for In-Service Applicants)

**Certificate of Verification by the Employer**

1. The entries made in application of Dr./ Sh./ Smt./ Km .....  
for the post of .....have been duly verified from the records and are found correct.
2. There is no vigilance/disciplinary/criminal case pending against him/her.
3. Whether any Minor/Major penalties under CCS (CCA) rules, 1965 have been imposed during the last ten years on him / her - Yes / No.

If Yes give details.....

4. Certified that the work and conduct of Dr./Shri/Smt./Km. .... is above average during the last five years.
5. The gist of AAR/ACR gradings/ratings for the preceding five years is as follows:-

Year →					
Grading/Rating by Reporting Officer →					
Grading/Rating by Reviewing Officer →					

Office File/ Ref. No. ....

Signature:

Name:

Designation with office seal

Office Seal

Date:

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In service candidate should get the above endorsement signed by his/her present forwarding authority.

**Please tick the enclosures attached:**

Sl.	Check List	Sl. No. of enclosure	No. of Sheets
1.	Proof for Date of Birth		
2.	Matric/Secondary/High School (10 <sup>th</sup> Class) Marks Sheet		
3.	Matric/Secondary/High School (10 <sup>th</sup> Class) Certificate		
4.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) Marks Sheet		
5.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) School Certificate		
6.	Bachelor's Degree Final Year Marks Sheet		
7.	Bachelors' Degree		
8.	Master's Degree Final Year Marks Sheet		
9.	Master's Degree		
10.	Any other Qualification		
11.	Caste Certificate issued by the Competent Authority		
12.	Experience Certificate(s) from previous employer(s)		
13.	Endorsement from the present employer		
14.	Payment receipt for the application fees		
15.	Any other		

Total number of sheets enclosed\_\_\_\_\_ (please give sequential number to each sheet and signature with date).