



LAST DATE FOR SUBMISSION OF APPLICATION – 09/03/2026

APPLICATION FOR THE POST OF “ASSISTANT DIRECTOR” ON DIRECT RECRUITMENT BASIS

DD No: _____ Date: _____ Rs. _____ Name of the Bank: _____

Post Code: _____ ; **Subject:** _____ ; **Advt. No. 01/2026**

1. Name (as per 10th class) :
(in Block letters)

2. Father's Name :

3. Mother's Name :

4. Email ID :

5. Mobile No :

6. Date of Birth (as per SSC/10th class) :

Age as on **01st January, 2026**: Years: _____ Months: _____ Days: _____

Affix a recent Passport size Photograph (Not older than 03 Months) & sign in the space provided below

7. **Address:**

(A) Address for Correspondence:

(B) Permanent Address:

8. Gender :

9. Nationality :

10. Aadhaar No :

11. Category (UR/OBC/SC/ST) :
(Enclose self-attested photocopy of the certificate)

12. Marital Status : If Married Spouse Name:



13. Whether Person with Disability (PWD)/ Ex-Servicemen (ESM)/ Widowed/ Divorced Women/ Women judicially separated :
(Enclose self-attested photocopy of the certificate)

14. **Educational Qualifications:** Whether educational & other qualifications required for the post as per the notification are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Sl. No.	Qualifications / Experience required as per advertisement (Essential & Desirable)	Qualifications / Experience possessed by the officer
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Note: Enclose a separate sheet, duly authenticated with your signature, if the space is insufficient; Self-attested copies of educational/technical qualifications should be enclosed.

15. Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post or not: (Describe in maximum of 5 lines) Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient.

16. Date of entry into service (only for Govt. servants) :

17. Date of retirement under Central/State Govt. Rules :



18. Details of employment in chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient (Self attested copies of Experience Certificates should be enclosed)

Sl. No.	Office/Institution/ Organization	Name of the post held	Period		Scale of pay and Basic Pay on regular basis	Nature of appointment whether Regular/ Adhoc/ Deputation/ Private	Nature of Duties performed
			From	To			
1.							
2.							
3.							
4.							
5.							

* **Important:** Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay /Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay and Grade Pay where such benefits have been drawn by the candidate may be indicated as below:

Office/Institute	Post & Pay	Pay, Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To

19. Details of the present employment: (whether Regular / Ad-hoc / Temporary or Quasi-Govt.)

- Name of the Post held:
- The date of initial appointment:
- Number of years of service:
- State whether present office belongs to Central Government/State Government /Universities/Autonomous or Statutory Organizations/Recognized Research Institutions:



20. In case the present employment is held on deputation basis/contract basis, please state (if applicable):

The date of initial appointment	Period of appointment on deputation / contract	Name of the parent office/organization to which the applicant belongs:	Name of the post and pay of the post held in substantive capacity in the parent organisation

Note: In case the Officer already on deputation, the applications of such officers should be forwarded by the parent cadre/Department.

21. Total emoluments drawn per month with break up: Pay Level, Grade Pay, Scale of Pay, Basic Pay, DA etc. (Latest salary slip should be enclosed):

22. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed:

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief / other Allowances etc., (with break-up details)	Total Emoluments

23. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

24. Copies of Annual Confidential Reports (ACRs/APAR's) for the last five years i.e, from 2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025 duly attested on each page of ACRs/APARs.



25. Name & Addresses of two references along with address, mobile and email:

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26. Any other information not covered in the above columns:

27. List of enclosures:

28. List of publications/books/research papers/policy papers. Enclose a separate sheet, duly authenticated with your signature along with copies for proof (First page/cover page of the publication).



Certificate

(to be issued by the Forwarding Authority)

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

Also certified that:

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....
- ii. His/ Her integrity is certified.
- iii. His/ Her certified photocopies of the ACRs/APARs for the last 5 years are enclosed.
- iv. No major/ minor penalty has been imposed on him/ her during the last 10 years (or) A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (As the case may be).

Date:

Signature of the Head of
Department with date & stamp



Certificate

(to be filled by the applicant)

I have carefully gone through the Vacancy Circular/ Advertisement and I am well aware that the information furnished in the application form 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.

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process and abide by any disciplinary action by the Competent Authority.

Date:

Name:

Place:

Signature of the Candidate: