

14. Present Basic Pay (Specify whether Regular Pay or ACP/MACP pay) :

15. Pay Matrix as per 7th CPC :

16. Educational Qualification:

S.No.	Exams Passed	Board / University	Year	Division	Percentage (%)	Subject

(Please attach attested photo copies of the testimonials)

17. Details of Professional/ Technical Educational Qualification :

18. Experience :

S.No.	Name of organization with address	Post held & Pay Scale	From	To	Experience			Nature of duties (attach experience Certificate)	Whether regular/ ad-hoc/Full time/Part time
					No. of Years	Months	Total		

(Please use extra sheets if required)

19. Languages Known :

20. Have you ever been imposed any penalty :
(If yes please give details)

21. If any departmental inquiry pending or contemplated against you. :
(If yes please give details) :

22. Any other relevant information Which you would like to mention in support of your suitability for the post applied for :

23. DECLARATION:

- (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be cancelled / terminated.
- (ii) I have enclosed the required self-attested copies of the certificate.

(Signature of the applicant)

Place:

Date:

Certificate by the forwarding office in case of application through proper channel.

Forwarded and certified that the information furnished by Shri/Smt. /Ms. _____
In his/her application, has been verified from records and is found to be correct and he/she
is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/ disciplinary case is either pending or contemplated
against Shri/Smt./Ms._____.

Certified copies to APARs of the last five years is attached in separate sealed dossier.

Signature _____

Name_____

Designation_____

(Office seal)

GENERAL TERMS & CONDITIONS

1. Number of posts is tentative. ICSSR reserves the right to increase or decrease the number of posts and may or may not fill any post(s).
2. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
3. Application must be neatly typewritten on A-4 size paper in the prescribed format. The format can also be downloaded through the website www.icssr.org
4. One recent passport size photograph should be pasted on the top right hand corner of the application. Application without photograph will be treated as incomplete application.
5. Envelope containing application should be super-scribed with **“APPLICATION FOR THE POST OF UPPER DIVISION CLERK”**
6. The candidates short-listed for interview/test will be informed by post, e-mail as well as notified in the ICSSR’s website. The ICSSR will not be responsible for any postal delay.
7. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
8. Candidates may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be necessary to furnish “No Objection Certificate” from the parent department/present employer at the time of interview/test.
9. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed format will not be entertained.
10. The decision of the ICSSR in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
11. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time and also as per the ICSSR recruitment rules.
12. Forwarding Authority is to ensure that the applications must be accompanied by certified copies of APARs for last five years, Integrity Certificate and Vigilance Certificate.
13. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
14. Period of Deputation is initially three years, extendable as per the rules and requirement of ICSSR.

15. Age relaxation will apply as per Govt. of India's rules. However, the applicant will have to mention for this relaxation and submit the evidence for such relaxation proof.
16. ICSSR reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).
17. The application complete in all respect must be sent to **Administrative Officer, Indian Council of Social Science Research, Aruna Asaf Ali Marg, JNU Institutional Area, New Delhi – 110 067 not later than 21 days from the date of publication of this advertisement in the Employment News.**

ADMINISTRATIVE OFFICER (ICSSR)