

### Application Format

APPLICATION FOR DEPUTATION FOR THE POST OF ASSISTANT DIRECTOR  
(AD)/JUNIOR TELECOM OFFICER (JTO) in the O/o----- (Name of LSA)

1. Name of Official :
2. Date of birth & age :
3. Post held at present & office address with  
name of the Deptt / Ministry / PSU :
4. Whether employee of Central Govt. / State  
Govt. / PSU :
5. Present scale and pay :
6. Educational Qualification :
7. Working experience including extent of  
working with computer :
8. Date from which present post held :
9. Nature of appointment i.e. whether adhoc  
Or regular :
10. Brief service particulars/ nature of duties  
performed for the last 10 years, date-wise  
(separate sheet may be attached if required) :
11. Remarks, why the candidate is suitable for the  
Job :

**Signature of Applicant**

*W. S. S.*  
*15/3/19.*

**DECLARATION**

- I** I \_\_\_\_\_ hereby declare that my posting as \_\_\_\_\_ in the office of the \_\_\_\_\_ LSA Department of Telecom is purely on temporary basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on Deputation Basis.
- II** I am not entitled to absorption as \_\_\_\_\_ in the Department of Telecommunications and therefore will not resort to lay any claim for the same.
- III** I am liable to be repatriated to my parent department/ organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/ orders governing deputation.

Place:

Signature of the applicant

Date:

Countersigned

Signature of the  
Controlling Officer with seal

**Certificate to be recorded by the Head of office / Department while forwarding the application**

**Certified that:**

1. The particulars given by the applicant are true and have been verified from the service record.
2. The applicant, if selected, will be relieved immediately, along with relevant details e.g. leaves availed/balance, LPC,etc.
3. Copies of ACR/APAR for the last five years are enclosed.
4. No Disciplinary/ Vigilance case is pending or contemplated against him/her ineligible for consideration of appointment to the post applied for No major/minor penalty is in force or current against the official.
5. Recommendations:

**Dated**

**Signature of Head of Office/ Department  
with official seal & Telephone & email Id**

**Place :**

*Handwritten signature and date: 15/3/19*