



Cement Corporation of India Limited
(A Govt. of India Undertaking)
Application Form
ADVT.No.CO/03/2025

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION BASIS

Note: (i) The applications should be forwarded through proper channel/the concerned department, with copies of the ACRs / APARs and Vigilance Clearance Certificate, duly signed by the appropriate authority strictly in the format, given at the end of the application form.

(ii) Incomplete, unsigned, and the applications received not on prescribed proforma and after the last date of receipt of applications shall be rejected summarily, without any notice to the candidate/Dept t.

Post Applied For:

1. Name
(in block letters) :
2. Father's Name :
3. Postal Address :
.....
.....
4. Permanent Address :
.....
.....
5. E-mail ID :
Contact No. :
(Mobile & Landline)
6. Date of Birth :
7. Date of Superannuation:
8. Present Post held :
9. Present Pay Band/ :
Grade Pay/Pay Matrix Level



10. Educational & Professional Qualifications: (Please enclose self-attested photocopies of relevant document)

Qualification	College/Institution	University	Year of Passing	Class/Division	% age of marks obtained	Subjects/ Core discipline

11. Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format given below): (Please enclose self-attested photocopies of relevant document)

Office/Institute/Organization	Post held	Period		Nature of appointment (Regular/Ad-hoc/Deputation)	Scale of Pay/ Basic Pay/Pay Band with Grade Pay*	Nature of Duties
		From	To			

* Applicants not holding the posts in Pay Band/Grade Pay as per Central Government pay scales should indicate the equivalent pay scale vis-à-vis Central Government pay scales (with proof)

12. In case the present employment is held on deputation, please specify

(a) The date of initial employment:

(b) Period of appointment on deputation with address upto period:

.....

(c) Name of parent Office/Organization to which you belong:

.....

13. Details of proficiency in Computer.....

.....

14. Whether belong to :
Gen / SC / ST / OBC / PH
/Ex-Serviceman

15. Any Other Information:

(Please attach additional sheet if required)

DECLARATION

16. I solemnly declare and affirm that the information given above is 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 the interview/selection/engagement, my candidature may be treated as cancelled and, I shall be liable for any action as the AUD deems fit and proper.

17. That I fulfil the requisite conditions in terms of age, Pay Matrix level in regular service, and other qualification for the post applied for i.e.

Place:.....

(Signature of the Applicant)

Date:.....

(Please enclose self-attested photocopies of relevant documents)

Recommendation of the Department

- (i) The Service particulars furnished by the applicant are verified from service record and are found to be correct, attested copies of ACRs / APAR for the last five years are annexed herewith.
- (ii) There is no vigilance case pending or contemplated against the Officer. No departmental proceeding, enquiry is pending or contemplated against the Staff / Officer. No major or minor penalty has been imposed in the last 10 (ten) years. (In case penalty is imposed, please specify)
- (iii) If the Officer is selected, he / she will be relieved within 30 (Thirty) days of receipt of

offer. Date:.....

(Signature of Head
of the Department/Organization)
(with Seal)