

Regn. No. _____
(for office use)



केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन
Central Government Employees
Welfare Housing Organisation
(Ministry of Housing & Urban Poverty Alleviation, Govt. of India)

छठा तल, ए खण्ड, जनपथ भवन,
जनपथ, नई दिल्ली-110001
दूरभाष : 23739722 / 23717249 / 23355408
फैक्स : 23717250

6th floor, 'A' Wing, Janpath Bhawan,
Janpath, New Delhi-110001
Phones : 23739722 / 23717249 / 23355408
Fax : 23717250
E-mail : cgewho@nic.in

APPLICATION FORM

(To be filled in candidate's own handwriting)

I Name of the Post Applied for _____

Affix latest
Passport size
Photographs

1. Name in full
(IN BLOCK LETTERS) _____

2. Address (In Block Letters)	(i) For Communication	(ii) Permanent
	_____	_____
	_____	_____
	_____	_____
Tel No. / Mobile (if any)	_____	_____
E-mail Address (if any)	_____	_____

3. Particulars of age (as per matriculation or equivalent Certificate).	(i) Date of Birth _____
	(ii) Age (on last date of receipt of Appl'n) _____ years _____ Months _____ Days
	(iii) Place of Birth _____ Nationality _____

4. Father's/Husband name :	_____
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5. Do you belong to SC/ST/OBC/Ex. S. Man/ PH. Category? (If 'yes' mention the category and attach certificate from District Magistrate/ Tehsildar or the concerned Competent Authority)
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6. Are you a Govt. servant at present ? If so, state whether your appointment is temporary or permanent. Give full address of your employer.	Yes/No
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7. PARTICULARS OF QUALIFICATION AND EXPERIENCE If space is insufficient, separate sheet can be used. Attested copies of certificate and testimonials in support of the qualifications and experience mentioned should invariably be attached, failing which application is liable to rejection.

(i) Qualifications

Academic/ Technical / Professional Exams passed with specialization / subject (Higher to Lower)	Grade/ Divn.	% of marks obtained	Year of passing	Name of the University / Board

(ii) Experience

Name of the employer/ Organisation (reverse chronological order)	Designation	Period as on last date of receipt of application				Nature of duties/ area of specialization etc.	Pay & Pay Scale
		Date		Length			
		From	To	Years	Months		

8. If appointed, how much time you require for joining the post.
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9.	Are you a corporate member of any professional institute, if so give details.
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10.	Details of enclosures attached	1. 2. 3. 4. 5. 6. 7.
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Any other Information relevant to the post applied for::

I hereby declare that the entries in this form and additional particulars (if any) furnished in connection with the application are correct and true to the best of my knowledge & belief and nothing has been concealed therein. I also declare that I am physically and mentally sound and not suffering from any serious ailment which could be detrimental to performance of my duties.

Signature of Candidate

Place: _____

Date : _____

Encls.: _____

GENERAL TERMS AND CONDITIONS

- | | | | |
|-----|-------------------|---|--|
| (a) | Name of the Post | - | Assistant Director (Finance) |
| (b) | Number of Posts | - | 01 (One) |
| (c) | Pay Band | - | 3 |
| (d) | Pay Scale | - | Rs. 15,600-39,100/- |
| (e) | Grade Pay | - | Rs. 6,600/- |
| (f) | Age Limit | - | 40 years (as on the date of advt in Employment News) |
| (g) | Edu.& other Qual. | - | Associate/Fellow member of Instt. Of Chartered Accounts of India or Cost & Works Accountant of India or MBA (Finance) (2 years full time course) from recognized University/Instt. with 10 Years experience in a reputed organisation preferably in housing/construction sector. |

1. Merely filling up the basic selection criteria does not automatically entitled a candidate to be selected or called for interview.
2. The recruitment process can be cancelled/suspended/terminated without assigning any reason. Decision of Appointing Authority will be final and no appeal will be entertained.
3. The selection will be subject to medical fitness and verification of character.
4. Any false declaration or falsification of documents will result in the cancellation of candidature at any stage of the selection procedure or subsequent to the selection.
5. Two self address envelopes of size 12 cms x27 cms duly affixed with Rs. 5/- postage stamp each be sent with the application.
6. This Deptt will not be responsible for any delay for postal department/courier service.
7. The following will invite rejection of application and no representation will be entertained at later stage:-
 - (a) Incomplete application
 - (b) Overwriting/cutting/incorrect information

8. The Terms and Conditions given in the advertisement are subject to change and therefore be treated as guidelines only.
9. Canvassing in any form or breaking extraneous pressure shall lead to dis-qualification.
10. In no circumstances, application shall be accepted after the last prescribed date.
11. The original certificates are required for verification at the time of interview.
12. Attested copies of certificates and testimonials in support of qualifications and experience must be attached with the application form.
13. Persons already in employment should route their applications through proper channel only.
14. Number of posts indicated may increase or decrease.
15. No correspondence will be entertained from the candidate in connection with the process of selection.

(Signature of the Candidate)

FORWARDING

Candidates already employed in Govt. /PSU etc. should get the application forwarded through proper channel.

Date _____

Signature _____

Designation _____

Name & Address _____
of Office
