

APPLICATION FORM

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE) /CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/All INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE) / PRIVATE SECTOR

For post of Director (Operations)

(Through Proper Channel, except candidates from the Private Sector)

Please refer to detailed advertisement for Job Descriptions, Eligibility and the Guidelines for processing on the website www.dbtindia.gov.in , www.birac.nic.in

1. Name of the post applied for _____

2. (a) Applicant's Name (as per official records) _____

(b) Designation of the Applicant (in full) _____

(c) Name of the company _____

(d) Category as per Employment Status :- Officer of a CPSE/Central Government./Armed
(Please tick as applicable) Forces of the Union/All India Services/SPSE/Private
Sector

(e) Office Address: _____

(f) Address for communication _____

3. Telephone No: Office _____ Residence _____ Mobile No. _____

E-Mail id _____

4. Date of Birth (DD/MM/YY) _____ Age as on last date of receipt of application (Years/Months/Days) _____

5 (i) Educational/Professional Qualifications *:

Sl. No.	Qualification	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self-Declaration Whether meets the eligibility qualification requirement		
1	2	3	4		5			6			7		
			From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other

* Should be exactly as per Degree/ Certificate issued by the university.

(ii) Positions held during the last fifteen years, from the date of uploading the vacancy circular on the website.

www.dbtindia.gov.in , www.birac.nic.in

Sl. No.	Complete Designation & Place of posting *	Name of the Organization	Pay scale **	Period		Reporting to Designation*	Self-Declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
1	2	3	4	5		6	7		8
				From	To		Yes	No	

*Should be exactly as per specific office order issued by the

CPSE/Ministry/SPSE/Employer.

**** Private Sector-CTC remuneration emoluments drawn.**

NB: The positions should be indicated in order of the most recent assignments.

Note: 1. Please attach a write-up, **not exceeding 500 words or 3500 characters**, in support of your candidature, for reference at the time of interview.

2. Full form of all abbreviations used must be given in the prescribed limit of characters.

6. (a) Do you hold lien in any organisation other than where currently working?

Yes	No
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If yes:

a) Name of the organisation in which the lien is held :

b) Date from which the lien is held :

(b) Are you on deputation?

Yes	No
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If yes :

a) Name of parent organisation :

b) Date from which on deputation :

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

i) Civil / Criminal

ii) Departmental Inquiry

Yes	No
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(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof.

i) Civil / Criminal

ii) Departmental Inquiry

Yes	No
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I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

CENTRAL AND STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company for 3 financial years preceding the calendar year in which the post has been advertised(e.g.: 2020-21, 2021-22 and 2022-23 for a post advertised in the calendar year 2024).

Company in which candidate is/was serving	Year	Annual Turnover of the Company (in Rupees Crores)	State whether CPSE* or SPSE

*Please specify Schedule A or Schedule B as per DPE

(i) Please provide URL of company website & CIN (Corporate Identity Number) of the company

(a) URL (Company Website Address) _____

(b) CIN (Corporate Identity Number)_____

(ii) I certify that I am

(a) Working at Board level position

Yes	No
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If Yes, Please provide your DIN (Director Identification Number)_____

(b) Holding a post at the level immediately below Board level.

Yes	No
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I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

PRIVATE SECTOR

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g.: 2020-21, 2021-22 and 2022-23 for a post advertised in the calendar year 2024)

Company in which candidate is/was serving	Year	Annual Turnover of the Company (in Rupees Crores)

*If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy advertisement on the website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of the company

(a) URL (Company Website Address) _____

(b) CIN (Corporate Identity Number)_____

(ii) The Company in which I am working is listed on the _____ stock exchange.

Proof of listing may be accessed over _____ (please provide URL)

Yes	No
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(iii) Self-certified copies for proof of age and educational qualifications (enclosed)

(iv) Candidates from private sector to certify that they possess at least 15 years of experience in the relevant field with

demonstrated strength in managerial and administrative function at a senior level in an Organization of repute.

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I Son/Daughter of..... hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)

For candidates from Central Government/Armed Forces of the Union/All India Services

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post of any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

For candidates from Private Sector/ SPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post of any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

- a) It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.
- b) It is also certified that the Applicant is clear from Vigilance angle.

Signature & Designation of the
Competent Authority
with Telephone No.& Official
Seal