RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY
THIRUVANANTHAPURAM - 695014

APPLICATION FOR THE POST OF HINDI OFFICER (ON DEPUTATION)

(*To be filled in by using Blue Ink. A colour PDF version can be submitted by Email*)

Affix a recent Passport Size Photograph of the Candidate and sign across

A. Personal Details

1. Name (in full): _____
2. Father's / Mother's Name: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Age as on 23 July 2026: _____
5. Gender: _____
6. Nationality: _____
7. Category (UR/SC/ST/OBC/EWS): _____
8. Present Address (with PIN): _____

   _____

   _____

9. Permanent Address (with PIN): _____

   _____

   _____

10. Contact Details:

- Mobile: _____
- Email: _____

B. Present Employment Details

1. Designation: _____
2. Ministry/Department/Organisation: _____
3. Office Address: _____
4. Present Pay Level & Basic Pay: _____
5. Date of appointment to present grade: _____
6. Whether post held on: Regular basis / Ad-hoc / Deputation / Contract

   (strike out whichever not applicable)
7. Nature of present duties:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

C. Service Details (in chronological order)

Sl. No.	Post Held	Ministry/Dept./Office	Pay Level	From	To	Nature of Duties
1						
2						
3						
4						
5						
6						
7						
8						
9						

(Attach separate sheet if needed. To be authenticated)

D. Educational Qualifications

(Starting from Graduation)

Sl. No.	Degree / Qualification	University / Institute	Year of Passing	Subjects Studied
1				
2				
3				
4				
5				
6				

(Attach separate sheet if needed. To be authenticated)

E. Essential Experience (as per Advertisement)

1. Working knowledge of translation (English ↔ Hindi): Yes / No
2. Knowledge of Official Language Act & Rules: Yes / No
3. Experience in OL implementation, translation, admin/establishment files _____ years (Minimum 7 years required)
4. Total service in GoI Ministries/Departments/ Statutory Bodies/Autonomous Institutes: _____ years (Minimum 10 years required)

F. Desirable Qualifications / Experience
(Please specify)

_____

_____

_____

_____

_____

_____

_____

_____

_____

G. APAR/ACR Details (last 5 years)

Year-wise grading:

2021–22: _____

2022–23: _____

2023–24: _____

2024–25: _____

2025–26: _____

H. Whether any vigilance/disciplinary case is pending or contemplated

No / Yes. If yes, details: _____

I. Whether any major/minor penalty imposed in last 10 years

No / Yes. If yes, details: _____

J. Additional Information (if any)

_____

_____

_____

_____

_____

_____

_____

_____

K. Declaration by the Applicant

I hereby declare that the information furnished above are true and correct to the best of my knowledge. I understand that if any information is found to be false or suppressed, my candidature may be cancelled at any stage. I am also aware that my candidature will be summarily rejected, if this application is not received through proper channel with all applicable annexures and requisite documents.

Signature: _____

Name: _____

Address: _____

Date: _____

Place: _____

ANNEXURE–I

CADRE CLEARANCE CERTIFICATE
(To be issued by the Cadre Controlling Authority)

This is to certify that Shri/Smt. _____,

Designation: _____,

Department/Office: _____,

is working on regular basis in this Department/Office.

Cadre clearance is hereby accorded for his/her application for the post of Hindi Officer on deputation at the Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram.

It is certified that in the event of his/her selection, he/she will be relieved in accordance with the rules governing deputation in the Government of India, as applicable to its Autonomous Institutes.

Signature: _____

Name: _____

Designation: _____

Office Seal

Date: _____

Place: _____

ANNEXURE–II

VIGILANCE CLEARANCE CERTIFICATE
(To be issued by the VO/CVO/Competent Authority)

This is to certify that Shri/Smt. _____,

Designation: _____,

Department/Office: _____,

is clear from the vigilance angle.

No vigilance case is either pending or contemplated against him/her as on the date of issue of this certificate.

Signature: _____

Name: _____

Designation: _____

Office Seal

Date: _____

Place: _____

ANNEXURE–III

INTEGRITY CERTIFICATE
(To be issued by the Competent Authority)

It is certified that the integrity of Shri/Smt. _____,

Designation: _____,

Department/Office: _____,

is _____

Signature: _____

Name: _____

Designation: _____

Office Seal

Date: _____

Place: _____

ANNEXURE–IV

STATEMENT OF MAJOR/MINOR PENALTIES
(To be issued by the Cadre Controlling Authority)

It is certified that Shri/Smt. _____,

Designation: _____,

Department/Office: _____,

has not been awarded any major or minor penalty during the last ten (10) years.

OR

The details of major/minor penalties imposed during the last ten (10) years are as under:

Sl. No.	Nature of Penalty	Order No. & Date	Authority Imposing Penalty

Signature: _____

Name: _____

Designation: _____

Office Seal

Date: _____

Place: _____

ANNEXURE–V

NO PENAL/CRIMINAL CASE CERTIFICATE
(To be issued by the Employer/Head of Office)

It is certified that no criminal case is pending against Shri/Smt. _____,

Designation: _____,

Department/Office: _____,

and he/she is not facing prosecution in any court of law as on the date of this certificate.

Signature: _____

Name: _____

Designation: _____

Office Seal

Date: _____

Place: _____

ANNEXURE–VI

NO DISCIPLINARY PROCEEDINGS CERTIFICATE
(To be issued by the Employer/Head of Office)

It is certified that no disciplinary proceedings are pending or contemplated against

Shri/Smt. _____,

Designation: _____,

Department/Office: _____,

as on the date of issue of this certificate.

Signature: _____

Name: _____

Designation: _____

Office Seal

Date: _____

Place: _____

ANNEXURE–VII

CERTIFICATE OF ELIGIBILITY & CORRECTNESS OF SERVICE PARTICULARS

(To be issued by the Cadre Controlling Authority/Head of Office)

It is certified that the particulars furnished by Shri/Smt. _____,

Designation: _____,

Department/Office: _____,

in his/her application for the post of Hindi Officer on deputation at RGCB have been verified and found correct.

It is further certified that he/she fulfils all the eligibility conditions prescribed in the advertisement issued by RGCB for the said post.

Signature: _____

Name: _____

Designation: _____

Office Seal

Date: _____

Place: _____

ANNEXURE–VIII

APAR/ACR FORWARDING CERTIFICATE

(To be issued by the Custodian of APARs)

It is certified that the attested photocopies of APARs/ACRs for the last five (05) years of

Shri/Smt. _____,

Designation: _____,

Department/Office: _____,

are enclosed and each page has been attested by an officer not below the rank of Under Secretary to the Government of India or equivalent.

Signature: _____

Name: _____

Designation: _____

Office Seal

Date: _____

Place: _____