



INDIAN NURSING COUNCIL  
8<sup>th</sup> Floor, NBCC Centre, Plot No.2,  
Community Centre, Okhla Phase –I, New Delhi 110020

Self attested  
passport size  
photograph

Application form for the post of one Under Secretary (Admin)

1. Name (in block letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Present Post held and Office address : \_\_\_\_\_  
\_\_\_\_\_
5. Present Pay Details : i. Pay details \_\_\_\_\_ ii. Pay \_\_\_\_\_  
iii. Pre-revised pay band \_\_\_\_\_  
iv. Pre-revised Grade Pay \_\_\_\_\_
6. Address - Permanent : \_\_\_\_\_  
\_\_\_\_\_  
Correspondence : \_\_\_\_\_  
E-mail Id : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Phone No.(O) : \_\_\_\_\_ (R) \_\_\_\_\_

7. Educational Qualification:

Qualification	Board/University	Year of passing	Subjects	Percentage of Marks obtained	Division
Matriculation /10 <sup>th</sup> Pass*					

12 <sup>th</sup> pass					
Master Degree in any discipline					

8. Desirable:\*\* 1. Working knowledge of Modern Management Technique, Computer Applications, Management information System etc.

\*\*Attested copies of Certificates/Testimonials to be attached,

\*Indicating Date of Birth of the candidate.

9. Any other qualification\* (Please Specify):

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10. Experience in chronological order (Attested copies of appointment order/certificates to be attached)\*:

S. No	Post held and pay attached to the post /Name of the Institution	From	To	Total years of Experience	Duties and Responsibilities

Declaration by the applicant:

*I hereby declare that the above particulars are true to my knowledge and belief. And that I have not suppressed any information.*

**Signature of the applicant:** \_\_\_\_\_

**Name of the applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

(Note In case any of the above particular furnished are found to be false at any stage, the candidatures/employment of such candidate is liable to be cancelled without any notice)

FOR FORWARDING OFFICE USE ONLY

It is certified from the office records that the particulars furnished by the applicant are correct. An attested copies of APARs for the last 5 years are enclosed herewith. It is also certified that no vigilance case is either pending or contemplated against her/him. No major/minor penalty imposed on her/him during the last 10 years.

Signature of the officer with office seal