

APPLICATION FORMAT FOR RECRUITMENT OF OFFICIAL LANGUAGE OFFICER

Post Applied for	Official Language Officer-EI Level
Applied against the post of Unreserved/OBC/SC	
UGC Application Number (As per Confirmation Page/Application Form)	

Affix self
Attested
latest color
photograph

1. Personal Details (All Entries must be done in Capital letters)

SNo.	Particulars	Details
1.	Name <i>(As written in 10th class certificate)</i>	
2.	Father's name <i>(As written in 10th class certificate)</i>	
3.	Date of birth (DD/MM/YYYY) <i>(As written in 10th class certificate)</i>	
4.	Age as on 01.01.2015 (Years, Months , Days)	
5.	Category as per central govt. rules <i>(Gen/OBC(Non creamy or Creamy layer)/SC/ST)</i>	
6.	Whether Applied as Unreserved <i>(Yes/No)</i>	
7.	Whether PWD with 40% or more disability <i>(Yes/ No). If yes mention type of disability</i>	
8.	Whether Ex-serviceman (Yes /No)	
9.	Gender (Male/Female)	
10.	Marital Status (Single /Married)	
11.	CPF No. <i>(Applicable only for Existing ONGC employees)</i>	
12.	Nationality	
13.	Mailing address with Pin Code	
14.	Phone no. <i>(permanent)</i>	
15.	Mobile no	
16.	E-mail address	
17.	Whether working in Govt. Organization / PSU (Yes /No)	

2. Qualification Details

S.No	Exam. Passed	Name of Degree	Mode of Course <i>(Regular / Part Time / Distance Learning)</i>	Name of the Univ./Instt./ and year of passing	Branch /Subject(s)	Percentage / Division
1.	Graduate Degree with English as one of the subject					
2.	Post Graduate in Hindi with minimum 60% marks					
3.	Ph. D in Hindi					
4.	Other Qualification					

3. Detail about Experience in translation

S. No	From (DD/M M/YY YY)	To (DD/MM /YYYY)	Name of the dept. / organization	Post held / Nature of duties	Pay scale	Total Emoluments
1.						
2.						

Declaration: I hereby declare that the particulars furnished above are true & correct. I also declare that I am fulfilling the requisite criteria of qualifications and experience for the applied post as notified vide Advertisement No. 4/2015(R&P) for Recruitment of Official Language Officers through UGC-NET – June 2015 in ONGC. In case information provided by me being found incorrect or false or I suppressed any relevant information, my candidature may be cancelled at any point of time.

Date:

Place:

(Signature of the Candidate)

List of Enclosures required (Please enclosed copy of document as per Sl. No. indicated below):

S.NO.	DOCUMENT NAME
1.	Photo ID Card (Aadhar Card/ Voter ID/ PAN Card / Passport/ Driving License)
2.	Certificates showing date of birth (10 th Class Certificate)
3.	Caste Certificate such as SC/ST/OBC(Non Creamy Layer along with undertaking) (if applicable)
4.	ONGC ID Card (if applicable)
5.	PWD Certificate (if applicable)
6.	Service Book (if applicable)
7.	Certificate of Eligibility from Govt. of India (if applicable)
8.	NOC (if applicable)
9.	UGC Application Form/Confirmation page consisting UGC Application Number
10.	Certificate and Mark sheet of Graduate Degree indicating that English as one of the subject
11.	Certificate and Mark sheet of Post graduate Degree in Hindi with minimum 60% marks

All Documents should be Self-attested.