

GUIDELINES FOR UPLOADING PHOTOGRAPH AND SIGNATURE

i. How to easily edit and upload your signature.

Step 1: Put your signature on a blank A4 size paper.

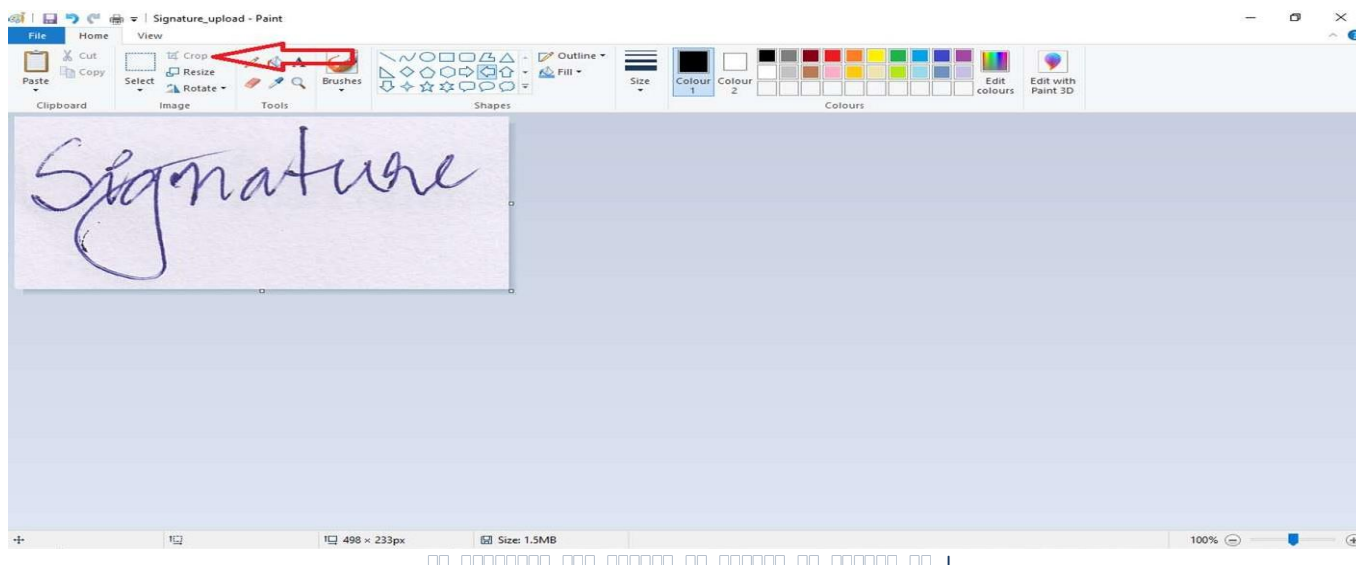
Step 2: Scan your signature and save it in JPG/JPEG format.

Step 3: Open the saved image of your signature in Microsoft Paint.

Step 4: Now using the 'Selection' tool as shown below, select the area of your signature.



Step 5: Click on the 'crop' tool and press 'Ctrl + S' to save the image. Your image will be cropped as shown below.



CANDIDATES ARE REQUIRED TO UPLOAD THE FOLLOWING DOCUMENTS AT THE TIME OF SUBMISSION OF ONLINE APPLICATION:

1. Copies of certificate / documents for proof of age (Adhar Card/ Voter Card / Driving license / PAN Card etc won't be considered as proof of Age.)
 - 1.1 Copies of certificates/documents for the proof of Educational qualification, Std. Xth onwards
 - 1.2 Specialization certificate issued from concerned institute / university if not mentioned in the Marksheet.
 - 1.3 Equivalency certificate (if applicable)
2. Copies of certificates/ documents for the proof of experience criteria, in support of eligibility.
 - 2.1 Experience certificate from present / previous organization should be clearly indicated the length of service in the related field only.
3. Certified copies of APARs bearing Good or above rating in line with experience criteria as per the advertisement.
4. Proof of pay in support of eligibility criteria as mentioned in the advertisement.
5. NOC issued from present employer.
6. Certificate issued by the Cadre Control Authority as attached at **Annexure III** to this Advertisement notification.
7. As valid ID proof (Adhar Card/ Voter Card / Driving license etc)

सिरी संस्थानिक क्षेत्र, अगुस्ट क्रांति मार्ग, नया दिल्ली-110016, फोन: 011-47992599

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Regd.& Corp Office: 4/1 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016, Ph: 011-47992599
Website : www.crw.c.in

CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY

Certified that the information/details furnished in the above application by the applicant are true and correct as per the records available. He/ She possesses the educational qualifications, experience and fulfils the conditions as required under the vacancy notification. If selected, he/she will be relieved immediately.

2. It is also certified-

- (i) That there is no vigilance/disciplinary case pending or contemplated against Shri/Smt/Ms.....
- (ii) That his/her Integrity is certified as 'Beyond Doubt'.
- (iii) That his/her ACR/APAR dossier in original is enclosed/ photocopies of the ACRS/APAR for the previous year duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed
- (iv) That no major / minor penalty has been imposed on him/her during his/her tenure in the organization or a list of major/ minor penalties imposed on him/her is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature of the forwarding Officer
 Name:
 Designation:
 Telephone:
 Email ID:
 (Office Stamp)

ॐ ऋषिर्वाचते ॥ इति ॥