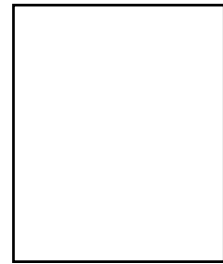


PUNJAB STATE CIVIL AVIATION COUNCIL
Civil Aerodrome, Sangrur Road, Patiala – 147001 (Punjab)
(Tele: -0175-2970697, Email: – admnpscac@gmail.com)



1. Name of the post applied for _____
2. Name of the applicant (in block letter) _____
3. Male/Female _____ 4. Married/Unmarried _____
5. Father's Name _____
6. Mother's Name _____
7. Correspondence address

8. Permanent address

9. a) Telephone Number _____ b) Mobile Number _____
c) Email ID _____
10. Date of Birth _____, Age as on date of advertisement _____
11. Nationality _____

12. **Educational Qualifications (starting from 10th onwards):**

Examination	Name of Board/University	Main Subjects	Year of passing	Total marks	Total marks obtained	% of marks

13. **Experience:** (Please attach self attested copies of experience certificates)

Post held (Also indicate Temporary contractual/regular)	Period		Total years/month	Pay Scale and Salary per month (last drawn)	Name of Organisation
	From	To			

Total Experience: Years _____, Months _____

Any other experience (If any)

14. Any other details which strengthen your claim appointment. (Attached separate sheet, if necessary)

15. **Referees** (They should be professionally competent persons, well acquainted with the applicant's training accomplishments, capability and character, but must not be relations)

Name /Status/Address

(i) _____

(ii) _____

16. a) If employed, present designation and pay scale _____

b) Name of present employer _____

c) Have you obtained permission of your present employer? _____

d) Present or last drawn gross salary drawn _____

e) If selected, joining time needed _____

17. **Application Fee (As demand draft)**

Demand Draft No. _____ Date _____ Bank Name _____

18. Self-evaluation of your work, particularly its strengths in different fields of activity including teaching, research, administration etc., related to the post applied for, may be given as **Annexure – I.**

19. Attach self-attested copies of certificates/degrees/experience certificate in support of age, category, qualification and experience etc. by mentioning in the list enclosed **Annexure – II.**

NOTE:

- a) **INCOMPLETE APPLICATION/APPLICATION RECEIVED WITHOUT DEMAND DRAFT/RECEIVED AFTER THE DUE DATE WILL NOT BE ENTERTAINED.** (Demand Draft drawn from any Nationalized bank in favour of “Punjab State Civil Aviation Council”, payable at Patiala for an amount of ₹ 500/- is to be attached with the application form).
- b) Only shortlisted candidates will be called for the interview. Selected candidates will be informed telephonically/email/by post for their joining of duties.
- c) Selected candidate will abide by all terms & conditions of the Council.

Date _____

Signature of the candidate

Place _____

DECLARATION BY THE CANDIDATE

Post applied for _____ at Punjab State Civil Aviation Council.

I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief. I have not suppressed any material, fact or factual information. I understand that my candidature is liable to be rejected in the event of any misstatement/discrepancy in the particulars being detected after my appointment, in such any event, my services are liable to be terminated without any notice to me or reason thereof.

Date:

Place:

Signature of the candidate

SELF EVALUATION

Date:

Signature of Applicant

Punjab State Civil Aviation Council, Patiala

IMPORTANT INSTRUCTIONS

1. Candidates must have qualification as given in the detailed advertisement.
2. The form should be filled in neatly and legibly in candidate's own handwriting. The envelope must have clearly written on top "**Application for the Post of Accountant.**" Applications should preferably may be sent by **speed post/registered post/by hand** as Courier service providers do not deliver postage at PSCAC, Civil Aerodrome, Sangrur Road, Patiala. PSCAC will not take any responsibility for any postal delay, whatsoever. The application must reach to this office by **December 09, 2022 before 03:00 pm.**
3. The candidates must bring their original documents for verification at the time of skill test/written test/assessments of merits.
4. It is not obligatory to call every candidate who possesses the essential qualifications for skill test/written test/assessment of merits. Only shortlisted candidates will be called for skill test/written test/assessment of merits. Decision of selection committee would be final and binding to the participated candidates.
5. Application must be supported with a Demand Draft of ₹ 500/- as application fee in favour of "**Punjab State Civil Aviation Council**" payable at **Patiala**. Fee once paid will be not be refunded in any case. **Any other information related to this advertisement will be uploaded on the website- www.pamecpatiala.com for information of the candidates.**
6. PSCAC reserves right to postpone/cancel skill test/written test/assessment of merits on short notice and information for same will be communicated on email/web site/mobile phone provided by the applicant.
7. If the information supplied by the candidate is missing in certain vital respects, such as date of birth, qualification, experience, etc. as required in the application form, it would not be possible for the Punjab State Civil Aviation Council to call such candidate for skill test/written test/assessment of merits and the candidate shall have no claim whatsoever for being considered for the post applied for.
8. The candidate should indicate names and complete addresses of the referees as provided in column No. 15 of the application form.
9. Self-attested copies of certificates and documents, etc should be attached with the application form. Incomplete application not accompanied by the self-attested copies or certificates, fee and received after last dates shall not be entertained.
10. All claims must be supported by relevant certificate documents.
11. No TA/DA will be paid to the candidate for attending the skill test/written test/assessment of merits.
12. Clarification may be sought through email admnpsscac@gmail.com, or by telephone No. 0175-2970697, 07888808669.