

Tele: 26188089
E-Mail: jdpolicyksb-mod@gov.in

Government of India,
Ministry of Defence,
Kendriya Sainik Board
West Block – IV, Wing-VII
RK Puram, New Delhi – 66

No. 106/Policy/Appt/ Policy

01 Jul 2024

The Director
Army Welfare Placement Organisation (AWPO)
IHQ MoD (Army), Bldg No. 67, Maude Lines
Cavalry Road, Delhi Cantt-10

The Gp Capt AV (IAFPC)
Dte of Veterans, Air HQ SMC Building
Subroto Park, New Delhi – 10

The Capt (ESM/ INPA), DNV
Ministry of Defence
Room No W015, Ground Floor,
West Wing, Nausena Bhawan
Delhi Cantt, New Delhi-110010

The Deputy Director(Emp-3)
DGR, West Block – IV, Wing – 5,
RK Puram, New Delhi – 66

**FORWARDING OF REVISED FORMAT OF BIO DATA AND CERTIFICATE OF UNDERTAKING BY
ELIGIBLE OFFICERS (INCLUDING RETIRED/ RELEASED) FOR APPOINTMENT IN RSB/ZSB**

1. Refer to KSB Sectt letter of even reference dated 17 Aug 2021.
2. A revised format of Certificate of Undertaking to be submitted by officers applying for appointment in RSB/ ZSB is enclosed.. Additionally a standardized and simplified format of Biodata to be submitted by the applicant officer is also enclosed.
3. It is requested that, as and when this Sectt asks volunteers for appointment in RSB/ ZSBs, the applications of officers are to be forwarded in the revised formats only.



(Shashvat Poornanand)
Captain (IN)
Director (Policy)

Encls :

1. Format of Biodata
2. Revised format of Certificate of Undertaking

Copy to:-

The Director / Secretary
All RSB

**BIO DATA OF CANDIDATE FOR APPOINTMENT AS DIRECTOR / DY DIRECTOR/ ZSWO IN
(NAME OF STATE/ UTs)**

1. Service No., Rank & Name _____
2. Service : Army /Navy / Air Force Regiment/Corps/Branch/Spl _____
3. Date of Commission: _____ Date of Retirement _____
4. Re-employed (if applicable) from _____ to _____
5. Date & Place of Birth: _____
6. Decorations/ Awards: _____
7. ESM I Card No (if already retired) _____ Issued by (ZSB) _____

Latest Passport
size Photograph

8. **Permanent Home Address as per Service Book** **Present Home Address**

Mobile No and E Mail ID _____	

9. **Educational Qualifications**

Name of School/College Attended	Exam Passed	Year

10. **Major Service/ Civil Courses Undergone**

Qualification	Institute	Year	Division/ Grading

11. **Last Five Appointments**

Appointment	Unit/ Location	Year

Place:

Date:

Signature of Individual

CERTIFICATE OF UNDERTAKING
FOR APPOINTMENT IN RSB/ZSB

1. I, No _____ Rank (Service) _____
Name _____ am willing to appear for the interview to
be held by the _____ (State/UT Govt) for filling up the post
of _____ (Director, RSB / Zila Sainik Welfare
Officer).

2. I hereby certify that I have neither availed any ESM re-settlement job benefit nor am I employed with DGR/ ECHS/ any of the Central/ State Govt. Agency under ESM quota. I have not benefitted/ benefitting from DGR sponsored schemes. I am presently not employed (nor have been employed earlier) with RSB/ZSB in any State/UT.

3. I have /have not applied to DGR and / or ECHS for _____
_____ (fill Re-settlement
Schemes if applied for).

4. I understand that if I am selected for the post/appointment in RSB/ZSB, I cannot and will not, thereafter, avail any scheme/ employment sponsored by DGR or ECHS or apply for employment in RSB/ ZSB of any State/ UT in future.

5. Further, if there is any falsification or incorrect information found at any stage related to my documents/ statement(s), my candidature would be treated as cancelled.

Signature _____

Name _____

Rank/Service _____

Service No. _____

Place: _____

Date: _____