

LAST DATE FOR SUBMISSION OF APPLICATION: _____

PROFORMA OF APPLICATION

Affix recent passport size photo
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POST APPLIED FOR:

1. Name & Address of the applicant
With E-mail address & Cell No. :

2. Date of Birth:

3. Whether the application is for (1) Deputation or (2) Direct Recruitment or (3) both, please specify

4. Educational Qualifications/ Experience in accordance with the method of recruitment:
 - a. Whether educational & other qualifications required for the post as per the notification are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Essential / desirable / preferable:

S.No	State Qualifications / Experience required as per notification	State Qualifications / experience possessed by the officer
1		
2		
3		

5. Details of employment in chronological order. Endose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

S.No	Office / Institution / organisation	Post held	From	To	Scale of pay / pay band and Grade Pay	Whether regular / adhoc / deputation	Nature of Duties performed
1							
2							
3							
4							

6.

7. Please state whether working under:
 - a) Central Government
 - b) State Government
 - c) University
 - d) Autonomous or Statutory Organisation
 - e) Recognised Research Institution
 - f) Private Organisation

8. In case the present employment is held on deputation / contract basis, please state:
 - a) The date of initial appointment
 - b) Period of appointment on deputation / contract:
 - c) Name of the parent office / organisation to which you belong:

9. Name of the post held substantively, if any and scale of pay thereof;

10. Present pay and date from which it is drawn (scale in which drawn also to be indicated)

11. Additional information if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

12. Please state clearly whether you fulfil all the requirements of the post viz. qualifications, experience and service in analogous post:

13. Remarks if any.

14. List of enclosures:

Certificate

Certified that the information furnished above is true and, correct to the best of my knowledge and belief. If any information is found to be wilfully suppressed or found not correct, I will forego my employment and abide by any disciplinary action by the competent Authority.

Date:

Signature of the Candidate

Place:

Certificate

(to be issued by the forwarding authority)

It is certified that the particulars furnished above are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Employing
Authority with Stamp and date