

**APPLICATION FOR APPOINTMENT IN THE RAJYA SABHA SECRETARIAT ON
DEPUTATION/FOREIGN SERVICE BASIS**

- 1) Post for which applying:
- 2) Name (in block letters):
- 3) Address for correspondence with telephone/mobile number & E-mail address:

- 4) Present Designation:
- 5) Organization where working along with address in full:

- 6) In case the present employment is held on deputation/contract basis, please state-
 - a. The date of appointment:
 - b. Period of appointment on deputation/contract:
 - c. Name of the parent office/organization to which you belong:
- 7) Date of Birth:
- 8) Date of retirement:
- 9) Scale of Pay of the post presently held/last held & Basic Pay drawn:
- 10) Educational Qualifications:
- 11) Whether belong to SC/ST/OBC:
- 12) a) Whether possess working knowledge of computer operations :
(MS-Word, MS-Excel & Power Point etc.)
b) Whether proficient in typing/short hand; If yes, indicate speed and language:
- 13) Training:
- 14) Details of employment in chronological order:
(Please enclose a separate sheet, duly authenticated)

Sl.No.	Name of the Ministry/Department Office	Post held	From	To	Scale of Pay	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

15) Whether fulfils prescribed eligibility criteria : Yes/ No

If yes, please furnish details below.

(i) Educational Qualification :

(ii) Experience :

(iii) Desirable Qualification :

16) Additional information, if any, which you would like to mention in support of your suitability for the post.

Enclose a separate sheet, if the space is insufficient:

Dated:

Signature of the applicant

Address: _____

E-mail: _____

Tele: _____

Mobile No. _____