

PROFORMA
(Please fill the proforma in Block letters)

APPLICATION FOR THE POST OF _____ on Deputation Basis

1	Name		<u>Affix recent passport size photograph</u>
	Address		
	Mobile Number		
	E-mail		

2	Date of Birth (in Christian era):	
3	i) Date of entry into Govt. Service	
	ii) Date of retirement under Central/State Government Rules	
4	Educational Qualifications:	
	Whether educational and other qualification required for the post are satisfied: (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).	
	Qualification/experience required as mentioned in the advertisement/ vacancy circular	Qualification/experience Possessed by the Officer
	Essential A) Experience B) Educational Qualification	Essential A) Experience B) Educational Qualification
	Desirable •	Desirable •
	Please state clearly whether in the light of entries made by you above, you meet the requirements for the post	

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organization	Post held	From	To	Pay Band and Grade Pay/Pay Scale of the post held	Nature of appointment i.e. whether regular/ ad- hoc/ deputation	Nature of duties

7	Name of the post held, substantively, if any, and the scale of pay thereof:	
8	Present pay and date from which it is drawn (scale/pay band & grade pay in which drawn also to be indicated)	
9	Additional details about present employment Please state whether working under: - (a) Central Government (b) State Government (c) Autonomous Organizations (d) Government Undertakings (e) Universities	
10	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.	
11	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

12	Whether the officer satisfies all the conditions prescribed for the post viz. qualification, experience and service in analogous posts.	
13	Remark, if any	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date

Signature of the Candidate

Countersigned
Address
(Employer)

Certification by the Employer / Cadre Controlling Authority

[while forwarding the, application]

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular, if selected, he/she will be relieved immediately.

2. Also certified that

- (i). There is no vigilance /disciplinary case pending or contemplated against Shri/Smt/Kum_____ and his/her integrity is beyond doubt.
- (ii). His/Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

Countersigned

(Employer/Cadre Controlling Authority with Seal)