

**PRESCRIBED PROFORMA**

**FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS:**

Vacancy Notice No. (appears on the top right side of notice)	
Post against which application has been submitted	

**1. Personal Data:**

1	Name	:	
2	Gender	:	
3(A)	Name of Service of Group A	:	
3(B)	Name of Cadre for CDA	:	
4	Department	:	
5	Category	:	
6	Date of Birth	:	
7(A)	Date of entry into Time Scale	:	
7(B)	Date of Entry in to Executive Post Grade	:	
8(A)	Date of Entry in Gr. B (Wherever applicable)	:	
8(B)	Date of Entry in Group A (Wherever applicable)	:	
9(A)	Present Pay level (7 <sup>th</sup> CPC)/Basic Pay & Pay scale for CDA	:	
9(B)	Present Pay level (IDA) and Basic Pay in IDA Pay Scale	:	
10	Present Designation & Department/PSU	:	



11	Contact Details		
	(a) Email ID	:	
	(b) Telephone (0)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

## 2. Educational Qualification:

Educational Qualification (Graduation onwards)* (Please enclose certificate copies)					
Course/Degree	Board/University /Institute	Specialization	Duration of (MM/YY)		Grade/ Class

## 3. Experience Details:

Employment details* (beginning with the latest) (Please enclose experience certificate copies)			
Organisation, Designation with Scale of Pay/Emoluments	Period (MM/YY)		Responsibilities
	From	To	

## 4. Details of previous deputation/foreign assignment (if any)

Sl. No.	Organisation	Designation	From	To

5	Whether debarred from deputation? If yes, please furnish details	
6	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable	



**7. APAR Ratings for last 5 years:**

Year	APAR Ratings
2017-2018	
2018-2019	
2019-2020	
2020-2021	
2021-2022	

**8. Awards, if any**

Sl. No.	Name of award	Brief Details

**9. Punishments, if any in career: -**

I certify that the details furnished by me above are true and I am eligible for the post as per criteria laid down in the vacancy notice.

Place:

Date:

(Name and Signature of the applicant)

