

**APPLICATION PROFORMA**

POST APPLIED FOR					
1.	a) Name of the candidate : b) Present designation : c) Full Office Address : d) Residential Address : e) Tele Ph. No./Fax No. : f) Mobile phone No. : g) E-mail Id : h) Name, Address and Designation of Head of Administration :				
2.	Date of birth (in Christian era)				
3.	Date of retirement (as per existing rules of the employer)				
4.	Educational Qualifications ( <i>photocopies of relevant certificates are to be attached</i> )				
5.	Whether Educational and other qualifications required for the post are satisfied (If any qualification been treated as equivalent to the one prescribed in the rules, state the authority for the same).				
Qualifications/Experience required		Qualifications/Experience possessed by the Officer			
Essential	1. 2. 3.				
6.	Details of employment in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)				
Office/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay (Pay in Level of Pay Matrix)	Nature of duties
				<b>(Use separate sheet if necessary)</b>	
7.	Nature of present employment, i.e. ad hoc or temporary or permanent or on deputation				
8.	In case the present employment is held on deputation, please state :- (a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent/office/organization which you belong.				

9.	Additional details about present employment: - Please state whether working under (a) Central Government (c) Autonomous Organisation	
10.	Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
11.	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 provided is insufficient).	
12.	Preference of posting	1. 2.

I do hereby certify that the information provided in the application is true to the best of my knowledge and belief and the I am fulfilling all the eligibility criteria stipulated in the advertisement.

Date :

(Signature of the Candidate)

Place :

**Certificate by the employer**

- a) The date of birth, qualifications and experience and other details furnished by Shri/Smt \_\_\_\_\_ indicated at Sl. No. 1 to 12 in bio-data proforma have been verified and found correct as per service records of the officer.
- b) The integrity of Shri/Smt \_\_\_\_\_ is beyond doubt.
- c) No vigilance or disciplinary case is pending nor contemplated against the officer concerned.
- d) CMPFO will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer after his/her application is forwarded.
- e) Up-to date ACRs/APARs dossiers of the concerned Officer for the last five years is enclosed.
- f) Shri ----- is fulfilling the prescribed eligibility criteria as per advertisement.

Date :

(\*Signature of the employer)

Place :

(\*To be signed by an officer not below the rank of Under Secretary to the Government of India verifying the facts and figures contained in the bio-data of the candidates).