

Application Proforma

1. Name and Address (in block letter)
2. Date of birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules
4. Educational Qualification
5. Whether educational and other qualifications 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 Required	Experience	Qualification/Experience Possessed by the officer
Essential:	1.			
	2.			
	3.			
Desirable	1.			
	2.			

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	From To	Scale of pay and basic pay	Nature of duties (in details)

8. Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent.
9. In case the present employment is held on deputation/ Contract basis, please state
 - a. The date of initial appointment
 - b. Period of appointment of deputation/contract
 - c. Name of the parent office/organization to which you belong.
10. Additional details about present employment please state whether working under (indicate the name of your employer against the relevant column)
 - a. Central Govt.
 - b. State Government
 - c. Autonomous Organizations

- d. Government Undertakings
- e. Universities.
- f. Others
11. Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade.
12. Are you in Revised Scale of Pay? If you, give the date from which the revision took place and also indicate the Pre-revised Pay scale.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) Work experience over the above prescribed in the Vacancy Circular/Advertisement.
15. Please state whether you are applying for Deputation (ISTC)/ Absorption/Re-employment Basis. (Officers under Central/State Government are only eligible for 'Absorption, Candidates of non-Government Organizations Are eligible only for Short Term Contract)
16. Whether belongs to SC/ST.
17. Remarks (The candidates may indicate information with regard to):
 - i. Research publications and reports and special projects
 - ii. Awards/scholarship/ official Appreciation
 - iii. Affiliation with the Professional bodies/Institutions/ societies and
 - iv. Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

Additional information

18. Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.
19. Pay Matrix level of the present post held.
20. If Pay matrix Level in S.No. 19 above is not that of the substantive post Held (i.e. that on deputation/ short term contract/ ACP Scheme up gradation/MACP up gradation). Then the substantive pay (Pay Matrix Level).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date

Signature of the Candidate

Address

Certification by the Employer/ Cadre Controlling Authority

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:

- a. There is no vigilance or disciplinary case pending contemplated against Sh./ Smt.....
- b. His/ her integrity is certified
- c. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed
- d. No Major minor Penalty has been imposed on him/ her during the last 10 years is enclosed (as the case may be)

Countersigned

Employer with Seal