

## Proforma of Application

Passport size photograph to be pasted here
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1.	Name and address (in Block Letters):						
2.	Post Applied for (Separate applications are to be sent for different posts)						
3.	Date of Birth (in Christian Year):						
4.	Date of retirement under Central/State Govt. rules:						
5.	Service to which the officer belongs and cadre (with year of batch):						
6.	Status of your present employer Central Government / State Government/ Autonomous organization / Government Undertaking/Universities/ Others (Mention name)						
7.	Permanent Residential Address with Telephone No. and email id.						
8.	Present post held, and whether it is a cadre post (with address of the office).						
9.	Present pay grade and scale of pay and date of appointment thereto on regular posts:						
10.	Are you holding analogous post on a regular basis under Central / State Government?					Yes / No	
11.	Educational Qualifications (Matric onwards)						
	Exam Passed	Name of University / Institute / Board	Year of passing	Duration of Course	Subjects	Percentage of Marks	
12.	Whether eligibility conditions are fulfilled:						
13.	Details of employment, in chronological order. (Enclose a separate sheet, if required)						
	Sl. No.	Name of the organization	Post held with payscale	Period of service from to	Basic pay (PB/Grade pay/Level)	Nature of appointment whether regular / ad-hoc/deputation	Duties in brief

14.	Nature of present employment i.e. permanent/temporary/adhoc:	
15.	In case the present employment is on deputation/contract basis, please state: a) The date of initial appointment: b) Period of appointment on deputation/contract: c) Name of parent Office / organization to which you belong:	
16.	Are you in the revised scale of pay? If yes, give the date from which the pay was revised (Also indicate pre-revised scale of pay)	
17.	Pay and emoluments now drawn in revised scale	
18.	Whether belongs to SC/ST/OBC:	
19.	Any other information applicant wants to furnish:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge.

**Signature of the candidate**

**Official Address:**

Place:

Date:

## **CERTIFICATE**

(To be furnished by the Employer/Head of office / Forwarding authority)

This is to certify that the particulars furnished by Shri/Smt/Kum \_\_\_\_\_ have been verified from his/her service record and found correct. She/he possesses educational qualification and experience mentioned in vacancy circular. If Selected, She/he will be relieved within one month

1. No vigilance case is either pending or contemplated against Shri/Smt/ Kum\_\_\_\_  
\_\_\_\_\_His/her integrity is certified.
2. No major/minor penalty was imposed on Shri/Smt./Kum\_\_\_\_\_during the last 10 years as per records in the Ministry/Department.
3. Photocopies of complete and up to date CRs/APARs of the officer for the last 5 years, duly attested on each page enclosed.
4. The Cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

\_\_\_\_\_  
Signature of Head of Office  
/Department (with Seal)

\_\_\_\_\_  
Name and designation  
Tel. No. \_\_\_\_\_

**Place**  
**Date**