**PROFORMA**

PHOTO



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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name of the post applied | | | | |  | | | | | | | |
| 2. Name and Address (in Block Letters) With email id and contact number | | | | |  | | | | | | | |
| 3. Date of Birth (in Christian era) | | | | |  | | | | | | | |
| 4. (i) Date of entry into service | | | | |  | | | | | | | |
| (ii) Date of retirement under Central State Government Rules | | | | |  | | | | | | | |
| 5. Educational Qualification | | | | |  | | | | | | | |
| 6. Whether qualifications required for the post are satisfied. | | | | |  | | | | | | | |
| A) Qualification: | | | | |  | | | | | | | |
| B) Experience | | | | |  | | | | | | | |
| 7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. | | | | |  | | | | | | | |
| 8. Details of the employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. | | | | | | | | | | | | |
| Office/ Organisation | Post held | | | From | To | | | | Scale of pay | | Nature of duties | |
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| \*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay band and grade pay /pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated below: | | | | | | | | | | | | |
| Office Institution | | Pay-band and Grade Pay drawn under ACP/MACP scheme | | | | | | From | | | | To |
|  | |  | | | | | |  | | | |  |
| 9. Nature of Present employment ie. Ad hoe or temporary or Quasi Permanent or Permanent | | | | | |  | | | | | | |
| 10. In case the present employment is held on deputation/contract basis, please state- | | | | | |  | | | | | | |
| a) Date of initial appointment | | | b) of Period appointment on deputation contract | | | | c) Name of the parent office/ organisation to which the applicant belongs | | | d) Name of the post and Pay of the post held in substantive capacity in the organisation parent | | |
|  | | |  | | | |  | | |  | | |
| 9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate  9.2 Note: Information under column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre/organisation. | | | | | | | | | | | | |
| 11. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details | | | | | |  | | | | | | |
| 12. Additional details about present employment  Please state whether working under (include the name of your employer against the relevant column)  a. Central Government  b. State Government  c. Autonomous Organisation  d. Government Undertaking  e. Universities  f. Others | | | | | |  | | | | | | |
| 13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade | | | | | |  | | | | | | |
| 14. 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 | | | | | |  | | | | | | |
| 15. Additional information, if any, which you would like to mention in support of your suitability for the post | | | | | |  | | | | | | |
| 16. Please state whether you are applying for deputation (ISTCY absorption re-employment Basis. (Officers under Central State Governments are only eligible for "Absorption". Candidates of non- Government Organization are eligible only for Short Term Contract) | | | | | |  | | | | | | |
| (The option of 'STC Absorption Re- employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"). | | | | | |  | | | | | | |
| 17. Whether belongs to SC/ST | | | | | |  | | | | | | |



I do hereby declare that 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)

**CERTIFICATE 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 the record. He/ she posses the qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that

1. There is no vigilance/ disciplinary case pending/contemplated against Shri/ Smt/ Kum. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
2. His/her integrity is certified.
3. His/her CR dossier in original/ photocopies of the ACR for last 5 years duly authenticated by an officer of the rank of Under Secretary to the Government of India or above are enclosed.
4. No major/ minor penalty has been imposed on him/her during the last 10 years or a list of major minor penalties imposed on him/her during last 10 years is enclosed (as the case may be).

Signature :

Name & Designation of the issuing authority :

Date :

Place :