**PROFORMA**

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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 certificate9.2 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 employmentPlease state whether working under (include the name of your employer against the relevant column)a. Central Governmentb. State Governmentc. Autonomous Organisationd. Government Undertakinge. 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 :